# Florida Association of Public Procurement Officials, Inc.
# Palm Beach Convention Center,
# Exhibit Hall A
# Palm Beach, FL
# April 14, 2014

AGS EXPO

SERVICES

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# Conference Information

## Conference Information and Forms

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## Guidelines for Display

The guidelines for display have been provided below. This section outlines the standard heights, lengths and requirements of booths on the exhibit floor and are based on industry standards. We encourage you to review this information prior to planning your booth space.

### AUDIO VISUAL

Audio-visual or sound equipment will be permitted only in the exhibitor's space and in such intensity as it does not interfere with the activities of neighboring exhibitors. Any devices which project sound must be tuned to conversation level.

### BOOTH DESIGNS

Exhibits must be designed, constructed and operated in good taste and in accordance with the best interests of the event. It is the sole responsibility of exhibitors to camouflage with a close off, any unsightly or unused booth materials stored behind booth curtains.

### BOOTH HEIGHT

Standard booth (Illustration A) height is eight feet. No signage or display features will be permitted above this height unless the booth is a perimeter wall booth (Illustration B) in which case the maximum permitted height is 12 feet. If the booth configuration is a peninsula (Illustration C) and/or island (Illustration D) of four booths or more, then maximum height will be 16 feet.

### CHILDREN

For safety considerations, children under the age of 12 will not be allowed to enter the exhibit hall.

### DEMONSTRATIONS (IN BOOTH)

Product demonstrations must be held within the exhibitor's space so as not to interfere with any aisle traffic or neighboring exhibitors' booth space (Illustration H).

### EXHIBITOR ETIQUETTE

1. Exhibitors shall not congregate or solicit trade in doorways or aisles.
2. Conduct of exhibitors shall be professional and courteous at all times.
3. Exhibitors may not enter the exhibit space of another exhibitor without express permission. If admission has been granted, exhibitors shall be courteous and move aside when the host exhibitor is showing merchandise to prospective buyers.
4. Under no circumstances shall an exhibitor interrupt another exhibitor showing merchandise to a prospective buyer.
5. Exhibitors may not have models, signs or other solicitation devices outside assigned exhibit space or in aisles.
6. No furniture, product or packing materials may be left in the aisle during show hours.
7. No exhibit will be permitted which, in the view of Show Management, is offensive or poses a danger or potential danger to exhibitors or buyers.

## Guidelines for Display

### HANGING SIGNS AND POSTERS

Signs and posters must be within the booth area and may not be posted on columns or pillars, nor placed in the aisles. Hanging signs are permitted only above peninsulas and/or islands of four booths or more to a maximum of 16 feet. This means that the top of the hanging sign can be no more than 16 feet off the ground. This will be strictly enforced!

**ALL HANGING SIGNS MUST BE APPROVED IN ADVANCE OF MOVE-IN BY SHOW MANAGEMENT.**

### MULTI-STORY OR COVERED EXHIBITS

Exhibit booths that are multi-story or contain covered assembly areas, such as conference areas or theaters, must meet the following minimum life safety requirements:

1. Each enclosed or covered area must be protected by an audible smoke detector. This includes storage closets built into the exhibit.
2. Each enclosed or covered area must display a charged fire extinguisher with a minimum rating of 2A20BC.
3. The maximum occupancy of the load-bearing area(s) in a multi-story exhibit shall be limited to one person per fifteen net square feet of floor space, not to exceed a total of twenty-five persons. This maximum occupancy shall be posted.
4. There should be not less than two means of egress from each load-bearing area in a multi-story exhibit or from each occupied area of a covered assembly area.
5. A fire prevention attendant shall be provided by the exhibitor and shall be on duty at all times, from the time that the enclosure is completed until the time that the enclosure is dismantled.

### NOISE AND ODORS

Any devices which project sound must be tuned to conversation level. Noisy or obstructive work will not be permitted during exhibit hours, nor will loud operating displays or exhibits producing displeasing odors be allowed.

### PAGING

Paging will be restricted to EMERGENCIES ONLY during show hours. Exhibitors requiring emergency help shall report to the Exhibitor Registration Desk or the AGS Exhibitor Service Center.

### SET-UP/DISMANTLE

All exhibits must be set-up by the exhibitor on move-in day. No set-up will be allowed during show hours. Dismantle of an exhibit will not be permitted prior to the close of the show. Such action may cause forfeiture of rights to participate in future events.

### SECURITY

Uniformed security will be on duty throughout the event on a 24-hour basis. These security personnel will exercise all reasonable diligence to protect exhibitors' property. Show Management urges each exhibitor to apply for and carry adequate insurance to guard against fire, theft and/or mysterious disappearance.

### STAFFING

Exhibit space must be staffed throughout ALL show hours.

## Guidelines for Display

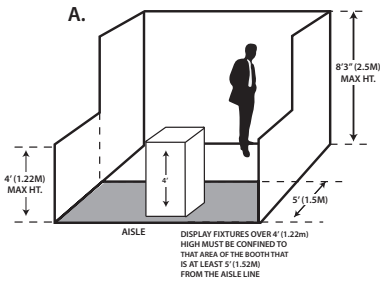
### STANDARD BOOTH (ILLUSTRATION A)

**Maximum Height:** 8′

**Hanging Signs:** No

**Front Displays:** If over 4′ in height, must be placed at least 5′ from the aisle line.

**Standard Corner:** Unsightly displays and/or material storage which can be viewed from aisle must be camoflauged at exhibitor's expense. (See the "Booth Close-off's " in the "Furniture & Accessories" form in your Exhibitor Service Manual).

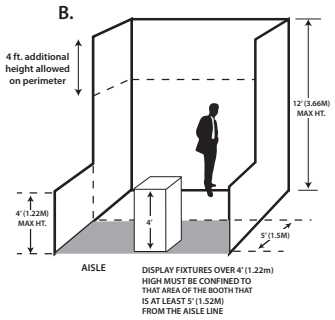

A.
8'3" (2.5M) MAX HT.
4' (1.22M) MAX HT.
4'
5' (1.5M)
AISLE
DISPLAY FIXTURES OVER 4' (1.22m) HIGH MUST BE CONFINED TO THAT AREA OF THE BOOTH THAT IS AT LEAST 5' (1.52M) FROM THE AISLE LINE

### PERIMETER BOOTH (ILLUSTRATION B)

**Maximum Height:** 12′ (Drape line is at 8′)

**Hanging Signs:** Yes, top can be no more than 12′ off the ground. Back wall only.

**Front Displays:** If over 4′ in height, must be placed at least 5′ from the aisle line.

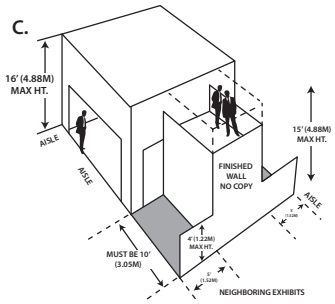

B.
4 ft. additional height allowed on perimeter
12' (3.66M) MAX HT.
4' (1.22M) MAX HT.
4'
5' (1.5M)
AISLE
DISPLAY FIXTURES OVER 4' (1.22m) HIGH MUST BE CONFINED TO THAT AREA OF THE BOOTH THAT IS AT LEAST 5' (1.52M) FROM THE AISLE LINE

### PENINSULA (ILLUSTRATION C)

**Maximum Height:** 16′

**Hanging Signs:** Yes, top can be no more than 16′ off the ground.

**Front Displays:** If over 4′ in height, must be placed at least 5′ from the aisle line.

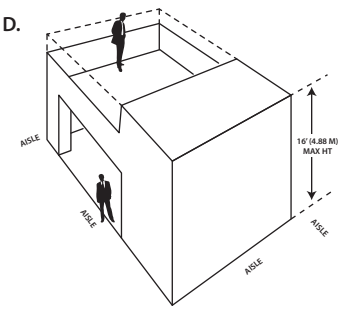



### ISLAND (ILLUSTRATION D)

**Maximum Height** 16′

**Hanging Signs:** Yes, top can be no more than16′ off the ground.

**Front Displays:** Full use of space is permitted.



# Guidelines for Display

## CANOPIES/CEILINGS (ILLUSTRATION E)

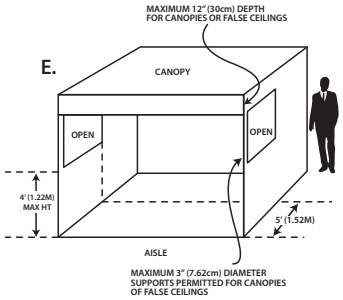
**Maximum Height:** 8′ - Standard
12′ - Perimeter
16′ - Island or Peninsula

**Maximum Drape:** 16′

**Maximum Depth:** To full dimensions of contracted space.

**Side Views:** Must contain an opening above 4′ high and extending back 5′ from the aisle line.

**Fire Code:** Must meet with local fire codes and conform to the minimum life safety requirements.



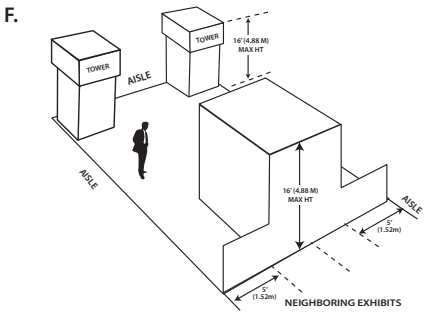

## TOWERS (ILLUSTRATION F)

**Maximum Height:** 8′ - Standard
12′ - Perimeter
16′ - Island or Peninsula

**Maximum Depth:** To full dimensions of contracted space.

**Side Views:** Must contain an opening above 4′ high and extending back 5′ from the aisle line.

**Structural Integrity:** All towers over 12′ in height must have blueprints available for inspection. The signature/stamp of a structural engineer and exhibit company.



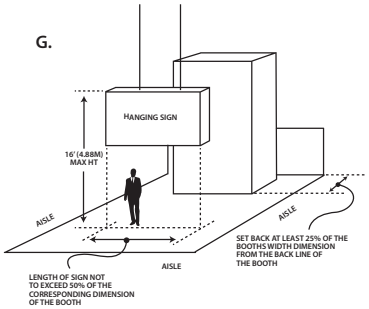

## HANGING SIGNS (ILLUSTRATION G)

**Maximum Height:** 16′ (to top of sign) Island or Peninsula;
12′ (to top of sign) Perimeter only

**Maximum Width:** No more than 50% of the total booth length (if placed length-wise). No more than 50% of the total booth width (if placed width-wise).

**Location:** Must be contained within booth. No signs will be allowed on columns, pillars or in aisles.

**Approval:** Must be obtained prior to move-in from Show Management.


G.
HANGING SIGN
16' (4.88M) MAX HT
AISLE
AISLE
AISLE
SET BACK AT LEAST 25% OF THE BOOTHS WIDTH DIMENSION FROM THE BACK LINE OF THE BOOTH
LENGTH OF SIGN NOT TO EXCEED 50% OF THE CORRESPONDING DIMENSION OF THE BOOTH

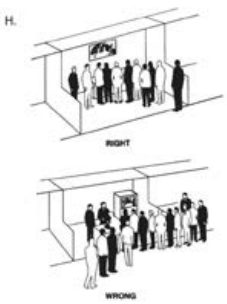
## DEMONSTRATIONS (ILLUSTRATION H)

**Location:** Must be contained within the booth area so as not to interfere with aisle traffic or neighboring booth space.

**Samples:** Tables must be set back a minimum of 2′ from aisle line

**Audio/Visual:** Must be tuned to conversation level

**Safety Precautions:** Hazard barriers must be provided as needed for moving or potentially dangerous machines.




GUIDELINES FOR DISPLAY

# Official Contractor

## Event Information and Forms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Florida Association of Public
Procurement Officials, Inc.
Palm Beach Convention Center,
Exhibit Hall A
Palm Beach, FL
April 14, 2014

**Discount Price Deadline Date**
**MARCH 31ST**
Method of payment must accompany your order

AGS EXPO SERVICES

## Official Show Information

AGS Expo Services would like to welcome you as the official service contractor for the Florida Association of Public Procurement Officials, Inc.. The information below is only a brief summary of the important times, dates, addresses and details regarding your event. More detailed information has been provided in each section of this Exhibitor Service Manual and at www.ags-expo.com.

## Show Information

### OFFICIAL SERVICE CONTRACTOR

AGS Expo Services
4561 SW 34th Street
Orlando, FL 32811

Phone: 407.292.0025
Fax: 407.292.4414
Email eventservices@ags-expo.com

### EXHIBIT HALL INFORMATION

Backwall Drape: . . . . . Green / White / White / Green
Siderail Drape: . . . . . Green
Exhibit Hall Carpet Color: . . . . . Hall is not carpeted, floor covering is mandatory
Aisle Carpet Color: . . . . . Green

### BOOTH EQUIPMENT

Booth Size: 10' x 10'

Includes:
- 8' High Backwall Drape
- 3' High Siderail Drape
- 1 - Single Line ID Sign (7" x 44")
- (1) 6'x30" Skirted Table (Green)
- (2) Plastic Side Chairs
- (1) Wastebasket

## Show Schedule

### EXHIBITOR MOVE-IN

Sunday April 13, 2014 1:00 PM - 5:00 PM

### EXHIBIT HOURS

Monday April 14, 2014 1:00 PM - 6:00 PM

### EXHIBITOR MOVE-OUT

Monday April 14, 2014 6:00 PM - 9:00 PM

- Empty crates and cartons will be returned beginning at **6:00 PM on Monday, April 14th**
- All carriers must check-in no later than **8:00 PM on Monday, April 14th**
- All exhibitor materials must be removed from the exhibit facility by **9:00 PM on Monday, April 14th**

Force Freight Deadline: All unconsigned materials remaining on the event floor will be re-routed via the official show carrier, ABF Freight System, Inc. at **8:00 PM on Monday, April 14th**

## AGS Exhibitor Service Center Hours

AGS Expo Services will be available to take care of your on-site needs. All services and production personnel will be available to handle any needs you might have such as furniture, rental exhibits, labor, cleaning and material handling. We are available during move-in, move-out, and exhibit hours.

For the AGS on-site Service Center phone number, please call our main office during business hours at 407.292.0025 or email us at eventservices@ags-expo.com

## Shipping Information

Below are the advance warehouse and direct shipping addresses for your event. Please know that a Method of Payment must be on file to receive your materials for the event.

Name of Exhibiting Company

Florida Association of Public Procurement Officials, Inc.

Booth #:_____

[PLACE APPROPRIATE ADDRESS HERE]

### Advance Shipments to Warehouse

***AGS Expo Services***
***c/o ABF Freight System, Inc.***
***7506 Byron Dr***
***Riviera Beach, FL 33404***

**Delivery Window**

- Deliveries only accepted between 3/17/14 - 4/7/14
- Any shipments received after the advanced receiving deadline or during the event will be assessed a late fee and redirected to the exhibit site.

### Direct Shipments to Exhibit Site

***AGS Expo Services***
***c/o Palm Beach Convention Center,***
***Exhibit Hall A***
***650 Okeechobee Boulevard***
***West Palm Beach, FL 33401***

**Delivery Window**

- Sunday, April 13, 2014 - 1:00 PM - 5:00 PM
- All booths must be set by 5:00 PM on Sunday, April 13, 2014

## Discount Deadlines & Policy Reminders

Take advantage of our substantial price discounts. To get our lower prices, return your order with payment by the discount deadline(s) on the order forms provided.

Show Order Discount Deadline - March 31, 2014
Graphics Order Discount Deadline - March 31, 2014

Please review our payment policy carefully. As a reminder, AGS Expo Services requires payment in full at the time your order is placed along with a completed Method of Payment Form. This may be used to cover on-site charges such as labor and material handling, not included with your initial payment.

Please contact our Event Services Department with questions or special requests. We will provide you with all of your show needs and appreciate the opportunity to work with you.

It is important to review the local labor and/or Union jurisdiction policies located in this Service Manual. Policies vary by state and location.

## Official Service Contractor

Show management, acting on behalf of all exhibitors and in the best interest of the exposition, has appointed AGS Expo Services as the official service contractor to perform and provide necessary services and equipment.

**Official service contractors are appointed to:**

a. Ensure the orderly and efficient installation and removal of the overall exposition.
b. Assure the distribution of labor to all exhibitors according to need.
c. Provide sufficient labor to satisfy the requirements of exhibitors and for the exposition itself.
d. See that the proper type and limits of insurance are enforced.
e. Avoid any conflict with local Union and/or exhibit hall regulations and requirements.

**Exceptions are:**

f. Supervision may be provided by the exhibitor.
g. The exhibitor may appoint an exhibit installation contractor or display builder.

## Exhibitor Appointed Contractors (EACs)

Exhibitors may employ the service of independent contractors to install and dismantle their exhibit, providing the exhibitor and the installation and dismantle contractor comply with the following requirements:

1. The exhibitor must notify in writing show management and AGS Expo Services of the intention to utilize an independent contractor no later than 30 days prior to the first move-in day by completing the Notification of Intent to Use Non-official Service Contractors Form contained in this Service Manual.
2. The exhibitor shall provide evidence that the Exhibitor Appointed Contractor (EAC) has a proper certificate of insurance with a minimum of $1,000,000 liability coverage including property damage and Worker's Compensation naming AGS Expo Services as additional insured to show management and AGS Expo Services no later than the deadline date listed for EACs.
3. The exhibitor agrees that they are ultimately responsible for all services in connection with their exhibit including freight, drayage, rentals and labor.
4. The EAC must have all business licenses, permits and Worker's Compensation Insurance required by the state and city governments and the convention facility management prior to commencing work and shall provide show management with evidence of compliance.
5. The EAC will share with AGS Expo Services all reasonable costs related to its operation including overtime to pay for stewards, restoration of exhibit space to its initial condition, etc.
6. The EAC will provide AGS with the names of all on-site employees who will be working on the exposition floor and see that they have and wear at all times necessary identification badges as determined by show management or the facility.
7. The EAC must be able to provide evidence that it has a valid authorization from the exhibitor for services. The Exhibitor Appointed Contractor may not solicit business on the exhibit floor.
8. The EAC must confine its operations to the exhibit area of its clients. No service desks, storage areas or other work facilities will be located anywhere in the building. The show aisles and public spaces are not a part of the exhibitor's booth space.
9. The EAC shall provide if requested evidence to AGS Expo Services that it possesses applicable and current labor contracts and must comply with all labor agreements and practices.
10. The EAC must not commit or allow to be committed by persons in its employment any acts that could lead to work stoppages, strikes or labor problems.
11. The exposition floor, aisles, loading docks, service and storage areas will be under the control of the official service contractor, AGS Expo Services. The EAC must coordinate all of its activities with AGS Expo Services.
12. For services such as electrical, plumbing, telephone, cleaning and drayage, no contractor other than the official service contractor will be approved. This regulation is necessary because of licensing, insurance and work done using equipment and facilities owned by parties other than the exhibitor. Exhibitors shall provide only the material and equipment they own and to be used in their exhibit space.

Florida Association of Public Procurement Officials, Inc.
Palm Beach Convention Center,
Exhibit Hall A
Palm Beach, FL
April 14, 2014





## Recap of Services

Please use the checklist below to ensure that you and your company have ordered and submitted all the required services and forms. If at any time you feel that you need assistance with planning your services, please call our Event Services Department at 407.292.0025 or email us at eventservices@ags-expo.com

| Things To Do / Order | Discount Deadline | Date Submitted | Order Total |
|---|---|---|---|
| **Event Forms** | | | |
| ☐ Method of Payment | | | |
| ☐ Notification of Intent to Use Non-official Contractor | 3/17/14 | | |
| ☐ Appointed Contractors Insurance Certificate | 3/17/14 | | |
| **Event Services** | | | |
| ☐ Booth Carpeting | 3/31/14 | | |
| **Furnishings & Accessories** | | | |
| ☐ Standard | 3/31/14 | | |
| ☐ Custom | 3/31/14 | | |
| ☐ Modular Displays | 3/31/14 | | |
| ☐ Sign & Graphics Printing | 3/31/14 | | |
| **Labor Services** | | | |
| ☐ Labor (Installation & Dismantle) | 3/31/14 | | |
| ☐ Booth Set-up Diagrams | 3/31/14 | | |
| ☐ Outbound Shipping Information | 3/31/14 | | |
| ☐ Forklift Labor | 3/31/14 | | |
| ☐ Booth Cleaning and Porter Service | | | |
| **Material Handling Services** | | | |
| ☐ Material Handling - Advance/Direct Freight | | | |
| ☐ Premium Return Services - Priority Storage Return | | | |
| ☐ Shipping Method - ABF Freight System, Inc. | | | |
| **Ancillary Services** | | | |
| ☐ Electrical | | | |
| ☐ Audio Visual | | | |
| ☐ Telephone | | | |
| ☐ Internet | | | |
| ☐ | | | |
| ☐ | | | |
| ☐ | | | |
| ☐ | | | |

Florida Association of Public Procurement Officials, Inc.
Palm Beach Convention Center, Exhibit Hall A
Palm Beach, FL
April 14, 2014

**Discount Price Deadline Date**
**MARCH 31ST**
Method of payment must accompany your order

| Company Name | Tel # | Booth Number |
|---|---|---|
| Billing Address | Email | |
| City / State / Zip | Signature | |

**All exhibitors are required to have a credit card on file as a primary method of payment.**

## Credit Card

☐ **Credit Card**

For your convenience, we will use this authorization to charge your credit card account for your advance orders and any additional amounts incurred as a result of show site orders placed by your representative. Please complete the information requested below:

☐ Personal ☐ Company ☐ Third Party ☐ Visa ☐ Master Card ☐ American Express

Acct.# _____ Exp. Date _____

Card Holder Name (Print) _____

Signature: _____

Billing Address: _____

City: _____ State: _____ Zip: _____

**Account Option** *(please select one)*

☐ Keep this Method of Payment on file for future events **OR** ☐ Use for this event only

• By providing your signature, you hereby accept all the terms and conditions contained in this Service Manual.

## Company Check

☐ **Company Check**

- Please make all checks payable to: **AGS Exposition Services, Inc.**
- All checks must be in ***U.S. currency***.
- Please print show name and booth number.

**Check Number:**_____

**Amount Total: $**_____

## Wire Transfers

☐ **Wire Transfers**

Wire Transfer to:

**Bank United**
**44 E Central Blvd.**
**Orlando, Florida 33573**

*PLEASE CALL TO OBTAIN ROUTING AND ACCOUNT NUMBERS*

• All wire transfers must include a $50 service fee.

**Payment Total: $**_____

**Transfer Fee:** **$50.00**

**Amount Total: $**_____

*Please reference event name & booth number on your wire transfer.*

**Full payment must accompany order. PLEASE, NO TELEPHONE ORDERS.**
Credit Card Authorization MUST be on file with AGS Expo Services before any goods or services are rendered regardless of your preferred method of payment. By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Limits of Liability statements contained herein.

## Payment Terms and Conditions

AGS Expo Services has established the following terms and conditions of sale and rental for all services rendered by AGS to all clients, exhibitors and third parties:

1. By providing a signed copy of a Method of Payment Form and selecting, "Keep this Method of Payment on file for future events," you are establishing a company account with AGS Exposition Services, Inc. for one (1) calendar year for all active and future account transactions, regardless of event or project. It is the ultimate responsibility of the exhibitor to maintain an active credit card on file for services. Third party credit cards will be exempt from this policy when identified as such on the Method of Payment Form. Therefore, third parties will have a single event/project account established during the period of service.
2. All materials and equipment are on a rental basis and remain the property of AGS Exposition Services, Inc. except where specifically identified as a sale.
3. Payment of balances may be remitted in any form which complies with AGS Expo Services' Methods of Payment. Please note that any orders submitted without a method of payment, or any outstanding balances incurred will be applied to the primary credit card on file. AGS Expo Services will accept payment by cash, company check, Visa or MasterCard. All payments must be made in U.S. Funds.
4. If an exhibitor or third party requests a balance transfer from one Method of Payment to another Method of Payment, a Transfer Charge of 7% will be assessed on the total transferred balance. Transfers will only be made within a single established account. A zero balance for ordered services does not preclude the requirement of a credit card on file for service.
5. AGS Expo Services reserves the right to check the credit available on any card presented. If the exhibitor fails to review/pay their invoice prior to the close of the show, the charges will automatically be applied to the credit card on file.
6. To receive a discount, payment must accompany your advance order and be received prior to the deadline date on your order form.
7. All orders must be accompanied by a Method of Payment Form. Orders without a Method of Payment Form will be applied to the primary method of payment on file. No balance transfers will be allowed after an order has been processed.
8. AGS Expo Services requires payment for all services upon presentation of an invoice/statement at the exhibit site and exhibitors will be required to settle their accounts in full prior to the close of the exhibition/event.
9. Payment for all labor, equipment and services whether ordered by the exhibitor, display builder, non-official/third party contractors or other parties shall be the ultimate responsibility of the exhibiting company.
10. If your firm or agency requires a purchase order to be issued for any services rendered, such purchase order must accompany the order form(s). Government agencies please be advised.
11. Exhibitor/Third Party shall be responsible for any excise, property, sales or other taxes which may be levied or imposed upon the exhibitor/third party as it relates to different state and federal tax laws. In the event that the tax code changes after the publishing date of this service manual prior to or during an event, your invoice may be adjusted as required by law.
12. Tax Exemption Status - If your company is exempt from payment of sales tax, AGS requires you to forward an Exemption Certificate for the state in which the services are to be used. Resale Certificates are not valid unless you are re-billing these charges to your customers.
13. All adjustments to exhibitor accounts specifically noted on invoices or statements will be credited back in the method with which the service was originally purchased within 15-30 days after the close of any event. Refunds to credit cards may take an additional period of time to post depending upon the credit card company. No adjustments will be made as a result of changes in currency rates.
14. Should balances remain unfulfilled, AGS Expo Services reserves the right to institute collection action against all exhibitors/third parties in the event payment is not received within 20 days of the close of the event. Service charges of 1.5% per month or fraction thereof will be applied to the past due accounts; the annual rate per service charge is 18%. Fees associated with insufficient funds on personal or company checks will be added to your invoice.
15. A Non-Sufficient Funds fee will be assessed to any account in which a check is returned as being insufficient for payment.
16. All refunds less than $35 must be requested by either the exhibiting company or related third party and will be refunded in the method in which it was remitted. As a result of certain remittance methods, fees and charges may apply.
17. It is the responsibility of the exhibitor to advise the AGS Expo Services on-site Service Center Representative of any problems with any orders, and to check their invoice for accuracy prior to the close of the event. For all exhibitors, invoices will be placed in your booth during the event for your convenience. No credits for un-noted missing or incomplete orders will be issued after the exhibition closing.
18. Once services have been rendered and no problems or complaints have been made to the on-site AGS Expo Service Center Representative, exhibitor or third party agrees not to dispute authorized charges on credit card(s).
19. All orders cancelled by the exhibitor due to non-participation or cancellation of the event will be subject to cancellation fees equal to 50% - 100% of the total order. Please see specific forms for cancellation fee details.

Florida Association of Public Procurement Officials, Inc.
Palm Beach Convention Center, Exhibit Hall A
Palm Beach, FL
April 14, 2014

**Deadline Date**
**MARCH 17TH**
Method of payment must accompany your order

| Company Name | Tel # | Booth Number |
|---|---|---|
| Billing Address | Email | |
| City / State / Zip | Signature | |

AGS EXPO SERVICES

## Notification of Intent

Exhibitors who plan to have a Non-official Service Contractor (also known as an Exhibitor Appointed Contractor) unpack, erect, assemble, dismantle and pack displays/equipment must submit this form and abide by the rules set forth in this Service Manual.

***Please provide the following information:***

Non-official Contractor Information *( PLEASE PRINT OR TYPE )*

| | |
|---|---|
| Service Firm: | Phone: |
| Firm Contact: | Fax: |
| On-site Exhibitor Contact: | Cell Phone: |
| Address: | |
| Email Address: | |

## Basic Requirements

1. The exhibitor must notify AGS Expo Services of its intent to use a Non-official Contractor by:

   Notification Deadline: **Monday, March 17, 2014**

2. Non-official Contractors must submit proof of adequate insurance in the form of an original policy rider listing AGS Expo Services as additionally insured, furnished by their broker, to AGS Expo Services no later than the deadline date listed. This must include a copy of your Worker's Compensation Insurance Policy. Please see the following page for an example certificate.

3. All booth personnel must wear proper identification at show site.

4. If your exhibit services firm is a third party and will be billed for services at the event, please ensure your firm submits a Method of Payment Form and appropriately checks the Third Party box for payment authorization.

Please Note:

- **If the exhibiting company or Non-official Contractor fails to comply with any or all of the requirements, the Non-official Contractor will not be permitted to service your exhibit and AGS Expo Services must be hired for installation and dismantle labor. The Non-official Contractor will be able to provide supervision only. Please see the section titled Official Service Contractors and Exhibitor Appointed Contractors for a complete list of rules.**
- To confirm that your contractor can perform services at this event, please contact our Events Services Department.
- Any unpaid balances remain the ultimate responsibility of the exhibitor.

## Example Certificate of Insurance

**The example below outlines all of the required information regarding a Certificate of Liability Insurance for your appointed contractor. In order for a third party contractor to provide labor or services, an insurance certificate must be on file for each non-official service provider.**

**ACORD CERTIFICATE OF LIABILITY INSURANCE** — DATE (MM/DD/YYYY) 07/19/2007

PRODUCER (407)849-0333 FAX (407)425-5694
Insurance Agent of America
1111 America Lane
Orlando, FL 32801

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURED ABC Company
1234 Corporate Lane
Orlando, FL 32801

| INSURERS AFFORDING COVERAGE | NAIC # |
|---|---|
| INSURER A: Scottsdale Ins Co | |
| INSURER B: Hartford Underwriter | 30104 |
| INSURER C: Maxum Indemnity Company | |
| INSURER D: A B C Insurance Company | |
| INSURER E: | |

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | ADD'L INSRD | TYPE OF INSURANCE | POLICY NUMBER | POLICY EFFECTIVE DATE (MM/DD/YY) | POLICY EXPIRATION DATE (MM/DD/YY) | LIMITS | |
|---|---|---|---|---|---|---|---|
| A | | GENERAL LIABILITY<br>X COMMERCIAL GENERAL LIABILITY<br>CLAIMS MADE [X] OCCUR<br>GEN'L AGGREGATE LIMIT APPLIES PER:<br>POLICY PRO-JECT LOC | 12345678 | 05/25/2007 | 05/25/2008 | EACH OCCURRENCE<br>DAMAGE TO RENTED PREMISES (Ea occurrence)<br>MED EXP (Any one person)<br>PERSONAL & ADV INJURY<br>GENERAL AGGREGATE<br>PRODUCTS - COMP/OP AGG | $ 1,000,000<br>$ 100,000<br>$ 0<br>$ 1,000,000<br>$ 1,000,000<br>$ 1,000,000 |
| B | | AUTOMOBILE LIABILITY<br>X ANY AUTO<br>ALL OWNED AUTOS<br>SCHEDULED AUTOS<br>X HIRED AUTOS<br>X NON-OWNED AUTOS | 246810 | 05/25/2007 | 05/25/2008 | COMBINED SINGLE LIMIT (Ea accident)<br>BODILY INJURY (Per person)<br>BODILY INJURY (Per accident)<br>PROPERTY DAMAGE (Per accident) | $ 1,000,000<br>$<br>$<br>$ |
| | | GARAGE LIABILITY<br>ANY AUTO | | | | AUTO ONLY - EA ACCIDENT<br>OTHER THAN AUTO ONLY: EA ACC<br>AGG | $<br>$<br>$ |
| C | | EXCESS/UMBRELLA LIABILITY<br>X OCCUR CLAIMS MADE<br>DEDUCTIBLE<br>RETENTION $ | 36912 | 05/25/2007 | 05/25/2008 | EACH OCCURRENCE<br>AGGREGATE | $ 2,000,000<br>$ 2,000,000<br>$<br>$<br>$ |
| D | | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY<br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?<br>If yes, describe under SPECIAL PROVISIONS below | WC1234567 | 05/25/2007 | 05/25/2008 | WC STATU-TORY LIMITS / OTH-ER<br>E.L. EACH ACCIDENT<br>E.L. DISEASE - EA EMPLOYEE<br>E.L. DISEASE - POLICY LIMIT | $ 1,000,000<br>$ 1,000,000<br>$ 1,000,000 |
| | | OTHER | | | | | |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

A G S Exposition Service Company, Inc. are hereby named as additional insured, except for Workers Compensation. The insurance provided for the benefit of A G S Exposition Service Company Inc shall be primary insurance as respect any claim, loss, or liability, arising out of the Named Insured's operations for which the Named Insured is liable. Any other Insurance maintained by A G S Exposition Service Company Inc shall be excess and non-contributory.

CERTIFICATE HOLDER

A G S Exposition Service Company Inc
4561 S W 34th Street
Orlando, FL 32811

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE
Byron Holton/CAF

ACORD 25 (2001/08) ©ACORD CORPORATION 1988

SAMPLE

EXAMPLE CERTIFICATE OF INSURANCE

# LABOR RULES AND REGULATIONS FOR THE SOUTH FLORIDA AREA

To assist you in planning for your participation in this upcoming exposition, we ask that you read the following rules and regulations:

**EXHIBIT INSTALLATION AND DISMANTLING:**
Full-time employees of the exhibiting company may set their own exhibits without assistance from AGS Expo labor. Any labor services that may be required beyond what your regular full-time employees can provide must be rendered by the AGS Expo Services. Labor can be ordered in advance by returning the Display Labor form, or on show site at the AGS Service Center.

**MATERIAL HANDLING:**
Exhibitors may hand-carry their own materials into the exhibit facility. The use or rental of dollies, flat trucks and other mechanical equipment, however, is not permitted. AGS Expo Services will control access to the loading docks in order to provide for a safe and orderly move-in/out. Only full-time employees of the exhibiting company will be allowed to hand-carry items. Unloading or reloading at the dock of any and all contracted carriers must be handled by AGS Expo Services.

**TIPPING:**
AGS Expo Services requests that exhibitors do not tip our employees. They are paid at an excellent wage scale denoting a professional status, and we feel that tipping is not necessary. This applies to all employees. Any request for such should be brought to the attention of an AGS representative at the service desk or correspondence may be directed to the attention of the General Manager at the office address.

**SAFETY:**
Standing on chairs, tables, or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. AGS Expo Services cannot be responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your booth, please order labor on the Display Labor order form and the necessary ladders and tools will be provided.

# Standard Furnishings

## Catalog & Order Forms


Carpet Order Form . . . . . 19

Table Order Form . . . . . 20

Seating & Accessories Order Form . . . . . 21

Popular Furnishings Brochure . . . . . 22


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Florida Association of Public Procurement Officials, Inc.
Palm Beach Convention Center, Exhibit Hall A
Palm Beach, FL
April 14, 2014

**Discount Price Deadline Date**
**MARCH 31ST**
Method of payment must accompany your order

AGS EXPO SERVICES

| Company Name | Tel # | Booth Number |
|---|---|---|
| Billing Address | Email | |
| City / State / Zip | Signature | |

## Standard Carpet

### In-line Booth

| Check One | Booth Size | Discount Price | Standard Price |
|---|---|---|---|
| ☐ | 10' x 10' | $147.08 | $183.86 |
| ☐ | 10' x 20' | $294.17 | $367.71 |
| ☐ | 10' x 30' | $441.25 | $551.57 |
| ☐ | 10' x 40' | $588.34 | $735.45 |

### Island Booth

| Booth Dimensions | | | | Total Area | Discount Price | Standard Price | Total Price |
|---|---|---|---|---|---|---|---|
| | x | | = | | $3.50/sq.ft | $4.05/sq.ft | $ |

- Please note that all carpet is 10 ft wide and is installed accordingly

Please Choose Your Carpet Color (check appropriate box below):

☐ Blue ☐ Red ☐ Gray ☐ Black ☐ Burgundy ☐ Purple ☐ Hunter Green ☐ Teal

## Plush Carpet

Enhance your exhibit with 26 oz. plush, heavy-cut polyester pile carpet.

| Booth Dimentions | | | | Total Area | | Discount Price or | Standard Price | | Total Price |
|---|---|---|---|---|---|---|---|---|---|
| | x | | = | | sq.ft. x | $4.10/sq.ft. | $4.55/sq.ft. | = | $ |

Please Choose Your Carpet Color (check appropriate box below):

☐ Cherry Red ☐ Onyx Black ☐ Charcoal ☐ Colony Blue ☐ French Beige ☐ Emerald ☐ Gray Pearl

- Additional colors offered upon request.
- Custom carpet orders must be received by the deadline date above to guarantee carpet selection.
- Plush rental includes installation prior to delivery of your exhibit, taping of all edges, and visqueen covering.

## Additional Items

All items are available with standard, custom cut or plush carpets.

| | Booth Dimensions | | | | Total Area | | Discount Price or | Standard Price | | Total Price |
|---|---|---|---|---|---|---|---|---|---|---|
| 1/2" Foam Padding | | x | | = | | sq.ft. x | $0.89 /sq.ft. | $1.15 /sq.ft. | = | $ |
| 1" Foam Padding | | x | | = | | sq.ft. x | $1.79 /sq.ft. | $2.31 /sq.ft. | = | $ |
| Visqueen | | x | | = | | sq.ft. x | $0.52/sq.ft. | $0.65/sq.ft. | = | $ |
| Carpet Tape | | x | | = | | sq.ft. x | $1.44 /ft. | $2.16 /ft. | = | $ |

***Please Note:***

- All carpet rentals are set clean. However, exhibitor move-in and setup can cause debris. Please order cleaning if necessary.
- Prices include delivery, installation, rental, removal and are based on exhibit space dimensions.
- To order cleaning services complete the Booth Cleaning Order Form in the Booth Labor & Cleaning section.
- All utility lines must be installed before carpet installation. Utilities should be ordered in advance.
- Standard sizes may not completely fill the entire booth space due to placement of utility outlets on the event floor.

***Cancellation Policy***

- ***Plush and custom-size booth carpet cancelled after being cut will be charged 100%. Standard carpet cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.***

## Total Order

Subtotal: $_____

Sales Tax ( 6.00% ): $_____

Total: $_____

**Mail or Fax to:** AGS Expo Services • 4561 SW 34th Street • Orlando, FL 32811
**Phone:** 407.292.0025 • **Fax:** 407.292.4414

**Email:** eventservices@ags-expo.com **Web:** www.ags-expo.com Submit Form

CARPET ORDER FORM



AGS 01/11/13 - 001

| Company Name | Tel # | Booth Number |
|---|---|---|
| Billing Address | Email | |
| City / State / Zip | Signature | |

## Tables

Please use the following form to order any table and table accessories you may need for your booth. All AGS tables are solid wood construction covered with a white vinyl top. You may choose either skirted or unskirted tables.

### STEP 1 – Select Table

| Skirted Tables | | | |
|---|---|---|---|
| Qty | Item | Discount | Standard |
| | 4'Table - 30" high | $97.95 | $122.44 |
| | 4'Table - 42" high | $114.70 | $143.38 |
| | 6'Table - 30" high | $102.12 | $127.64 |
| | 6'Table - 42" high | $127.01 | $158.76 |
| | 8'Table - 30" high | $125.79 | $157.24 |
| | 8'Table - 42" high | $146.92 | $183.65 |

| Unskirted Tables | | | |
|---|---|---|---|
| Qty | Item | Discount | Standard |
| | 4'Table - 30" high | $55.97 | $69.96 |
| | 4'Table - 42" high | $62.96 | $78.70 |
| | 6'Table - 30" high | $66.82 | $83.52 |
| | 6'Table - 42" high | $76.95 | $96.19 |
| | 8'Table - 30" high | $90.95 | $113.69 |
| | 8'Table - 42" high | $104.94 | $131.18 |

## Table Accessories

Surround your table with a 4th side skirt covering all sides or place your items and information in clear view of attendees with a table riser.

| Table Risers (Draped in White Vinyl) | | | |
|---|---|---|---|
| Qty | Item | Discount | Standard |
| | 4'L x 8"W x 8"H | $48.28 | $62.77 |
| | 6'L x 8"W x 8"H | $89.03 | $115.75 |
| | 8'L x 8"W x 8"H | $93.92 | $122.12 |

| 4th Side Skirts (Optional - only applicable to 6' and 8' tables) | | | |
|---|---|---|---|
| Qty | Item | Discount | Standard |
| | 4th Side Skirted 30"h | $45.06 | $56.33 |
| | 4th Side Skirted 42"h | $45.06 | $56.33 |

### STEP 2 – Select Skirt Color

☐ Blue ☐ Teal ☐ Hunter Green ☐ Red ☐ Black ☐ Purple ☐ White ☐ Gray ☐ Burgundy ☐ Gold

Show color will apply if no color is selected. Color availability is only guaranteed with pre-orders.

Table with Skirt

Table with Riser & Skirt

***CANCELLATION POLICY:*** At show site, 50% of original price.

## Total Order

**Subtotal:** $_____

**Sales Tax ( 6.00% ):** $_____

**Total:** $_____

Florida Association of Public Procurement Officials, Inc.
Palm Beach Convention Center, Exhibit Hall A
Palm Beach, FL
April 14, 2014

**Discount Price Deadline Date**
**MARCH 31ST**
Method of payment must accompany your order

| Company Name | Tel # | Booth Number |
|---|---|---|
| Billing Address | Email | |
| City / State / Zip | Signature | |

AGS EXPO SERVICES

# Seating & Accessories

Please use the following form to order any seating and accessories you may need for your booth. All AGS accessories have been selected with the exhibitor in mind providing the best in seating and exhibiting accessories to display your products successfully.

| Seating | | | |
|---|---|---|---|
| Qty | Item | Discount | Standard |
| | Padded Arm Chair | $83.02 | $103.77 |
| | Padded Side Chair | $68.29 | $85.36 |
| | Padded Stool | $82.91 | $103.64 |

| Display Items | | | |
|---|---|---|---|
| Qty | Item | Discount | Standard |
| | Display Case (5'x36" full view) | $468.65 | $609.25 |
| | Display Case (6'x36" full view) | $800.72 | $1,000.90 |
| | Vert. Display Case (6' - 5 shelf) | $867.67 | $1,067.85 |
| | Ticket Tumbler | $94.20 | $122.45 |
| | Tack Board (vert. or hori.) | $154.27 | $192.82 |
| | Grid Panel (per meter) | $113.55 | $147.62 |
| | Chrome Sign Holder 22"x28" | $74.58 | $96.94 |
| | Literature Rack | $176.95 | $230.04 |
| | Easel | $42.58 | $55.37 |
| | Bag Rack | $101.83 | $132.36 |
| | Garment Rack | $74.58 | $96.94 |
| | Clothes Tree | $74.58 | $96.94 |
| | Fishbowl | $20.09 | $25.11 |

| Specialty Items | | | |
|---|---|---|---|
| Qty | Item | Discount | Standard |
| | Chrome Stanchion | $56.24 | $67.49 |
| | Plastic Chain (per foot) | $4.02 | $4.69 |
| | Black Velour Rope (8' sections) | $37.49 | $48.87 |

| Specialty Tables | | | |
|---|---|---|---|
| Qty | Item | Discount | Standard |
| | Rectangle Table 18"x36"x18"H | $96.41 | $127.21 |
| | Square Table 17"x17"x18"H | $93.73 | $123.19 |
| | Pedestal Table 30"Dx30"H | $155.32 | $194.16 |
| | Pedestal Table 30"Dx40"H | $155.32 | $194.16 |

| Booth Basics | | | |
|---|---|---|---|
| Qty | Item | Discount | Standard |
| | Wastebasket | $18.89 | $23.61 |
| | Shrink Wrap (per roll) | N/A | $100.43 |
| | Banding (per foot) | N/A | $6.53 |
| | Velcro (per foot) | N/A | $2.68 |
| | Clear Packing Tape (roll) | N/A | $13.00 |
| | Drape Hardware/Bases & Poles | $14.06 | $18.08 |

| Specialty Drape *(Show management approval)* | | | |
|---|---|---|---|
| Qty | Item | Discount | Standard |
| | 8' High Drape (per foot) | $11.25 | $14.94 |
| | 3' High Drape (per foot) | $7.81 | $11.85 |
| | Booth Close-off (Show Colors) | $48.93 | $66.95 |

**Color:**

☐ Blue ☐ Teal ☐ Hunter Green ☐ Red
☐ Black ☐ Purple ☐ White ☐ Gray
☐ Burgundy ☐ Gold

CANCELLATION POLICY: At show site, 50% of original price.

## Total Order

**Subtotal:** $_____

**Sales Tax ( 6.00% ):** $_____

**Total:** $_____

## Seating

Padded Side Chair

Padded Arm Chair

Padded Stool

## Skirted Tables

**Available Skirt Colors**

- Tables are available in lengths of 4, 6 and 8 ft. and heights of 30 or 42 inches.

## Popular Accessories

Rolling Rack

Literature Rack

Tack Board
Vert - 4′ x 8′
Hori - 8′ x 4′

Gray Pedestal Table
30″D x 42″H (30″ optional)

Ticket Tumbler

Wastebasket

Rectangle Table
18″x36″x18″H

6′ & 5′ Display Case
(6′ Vert. Opt.)

Chrome Stanchions
(Pictured with Chain)

Easel

Bag Rack

Chrome Sign Holder

***Please Note:***

- Actual available products may vary. Please contact our Event Services Department to ensure the availability of specific item.
- All colors depend upon dye lots and lighting.

# Displays & Graphics

## Catalog and Order Form


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Graphics File Requirements . . . . . 42
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# Show Specials

CREATIVE SERVICES

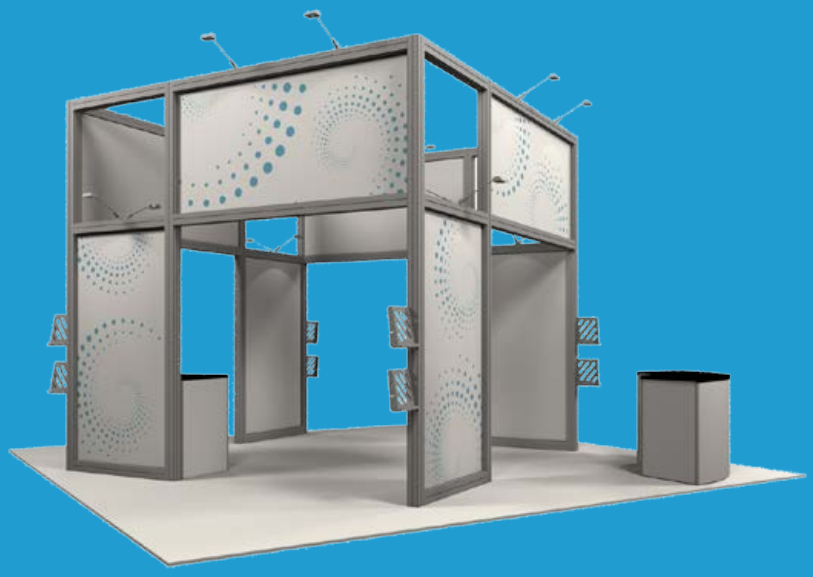
## PRO 10

### MODERN & BOLD

- Modern aluminum system
- 153″w x 142″h x 153″D
- Double counter with panel
- Storage cabinet
- 8 graphic spaces
- Literature holder

**PRICE ..... $8,585.00**

ORDER NOW >>



## PRO 6

### FLEXIBLE DESIGN WITH CUSTOM GRAPHICS

- 228″w x 96″h x 44″d
- Laminate panel reception counter
- Two work stations
- Seamless graphic space
- 2 monitor mounting brackets

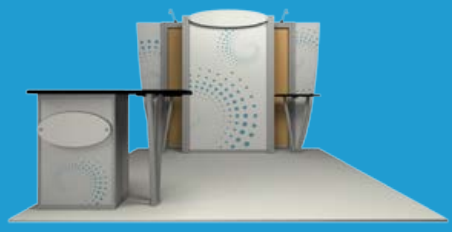
**PRICE ..... $7,022.00**

ORDER NOW >>

## PRO 3

### AFFORDABLE OPTION WITH OPTIMAL GRAPHICS

- 120″w x 99″h x 24″d
- V leg counter with graphic
- Two V leg tables
- Large graphic space
- Unique frosted plexi wings



***PRICE..... $4,463.00***

ORDER NOW >>

CONTACT US **call:** 1.800.292.6162 **email:** exhibits@ags-expo.com

## Elite Displays

### Pro 1

10 x 10

| BASE RENTAL | $2,942.50** |
|---|---|

1 x frame: 118"w x 99"h x 46"d
1 x V leg counter
2 x V leg tables
4 x 50 watt spotlights
1 x monitor bracket (monitor not included)
Standard Carpet, 16oz. See Choice of Colors

** Graphics pricing separate

### Pro 3

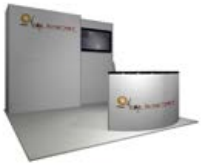
10 x 10

| BASE RENTAL | $4,463.00** |
|---|---|

1 x frame: 120"w x 99"h x 24"d
1 x V leg counter
2 x V leg tables
2 x frosted plex wings
2 x 50 watt spotlights
Standard Carpet, 16oz. See Choice of Colors

** Graphics pricing separate

### Pro 4



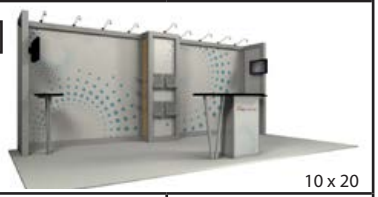
10 x 10

| BASE RENTAL | $6,113.00** |
|---|---|

1 x frame: 117"w x 96"h x 25"d
1 x laminate panel double counter/storage cabinet
1 x monitor bracket (monitor not included)
Standard Carpet, 16oz. See Choice of Colors

** Graphics pricing separate

### Pro 5



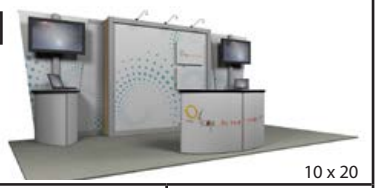
10 x 20

| BASE RENTAL | $5,451.00** |
|---|---|

1 x frame: 228"w x 96"h x 42"d
1 x V leg counter
2 x straight leg tables
4 x literature holders
9 x 50 watt spotlights
6 x shelves
2 x monitor brackets (monitor not included)
Standard Carpet, 16oz. See Choice of Colors

** Graphics pricing separate

### Pro 6



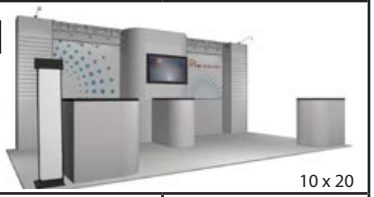
10 x 20

| BASE RENTAL | $7,022.00** |
|---|---|

1 x frame: 228"w x 96"h x 44"d
1 x laminate panel reception counter
2 x laminate panel workstations
3 x 50 watt spotlights
2 x monitor brackets (monitor not included)
Standard Carpet, 16oz. See Choice of Colors

** Graphics pricing separate

### Pro 7



10 x 20

| BASE RENTAL | $9,267.50** |
|---|---|

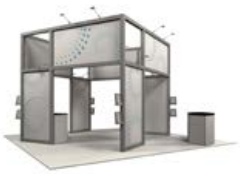
1 x frame: 228"w x 96"h x 62"d
3 x laminate panel counters/storage cabinets
2 x 50 watt spotlights
2 x track lights
1 x monitor bracket (monitor not included)
Standard Carpet, 16oz. See Choice of Colors

** Graphics pricing separate

Florida Association of Public Procurement Officials, Inc.
Palm Beach Convention Center,
Exhibit Hall A
Palm Beach, FL
April 14, 2014

**Discount Price Deadline Date**
**MARCH 31ST**
Method of payment must accompany your order

## Elite Displays

| Pro 10 | Pro 11 | Pro 12 |
|---|---|---|
| ☐  20 x 20 | ☐ 20 x 20 | ☐ 20 x 20 |
| **BASE RENTAL** $8,585.00** | **BASE RENTAL** $14,749.00** | **BASE RENTAL** $14,056.50** |
| 1 x frame: 153.5"w x 142"h x 153.5"d<br>1 x laminate panel double counter/storage cabinet<br>16 x 120 watt floodlights<br>8 x literature holders<br>Standard Carpet, 16oz. See Choice of Colors | 1 x frame: 236"w x 189"h x 230"d<br>2 x counters<br>4 x V leg counters<br>16 x 120 watt floodlights<br>5 x monitor brackets (monitor not included)<br>Standard Carpet, 16oz. See Choice of Colors | 1 x frame: 236"w x 189"h x 235"d<br>1 x double counter<br>8 x 120 watt floodlights<br>1 x monitor bracket (monitor not included)<br>Standard Carpet, 16oz. See Choice of Colors |
| ** Graphics pricing separate | ** Graphics pricing separate | ** Graphics pricing separate |

Select Your Package (check only one box)

☐ **BASIC PACKAGE** - Priced as Listed on Unit. Electrical not included with Pro Displays

**PLEASE CHOOSE YOUR STANDARD CARPET COLOR:**

☐ Blue ☐ Red ☐ Burgundy ☐ Gray ☐ Black ☐ Purple ☐ Hunter Green ☐ Teal

☐ **PREMIUM PACKAGE** - Add $1,127.00 + tax (per 10' unit, please call for 20' unit quote)

- Installation & Dismantle of Exhibit
- Upgraded 26 oz. Carpet
- Daily Vacuuming for Exhibit
- $250.00 Credit toward Custom Graphics
- (1) 30" Pedestal Table
- (2) Padded Side Chairs

**PLEASE CHOOSE YOUR UPGRADED CARPET COLOR:**

☐ Cherry Red ☐ Onyx Black ☐ Charcoal ☐ Colony Blue ☐ French Beige ☐ Emerald ☐ Gray Pearl

- Additional colors offered upon request.
- Rental includes installation prior to delivery of your exhibit, taping of all edges, and visqueen covering.

PRO DISPLAY CUSTOM GRAPHICS - $250.00 Credit

AGS will contact you regarding your graphic order needs. AGS Graphics offers a variety of services to create a sleek and marketable look for your event. Please contact an Event Services Coordinator for file format requirements to prepare your graphics submission.

| Company Name | Tel # | Booth Number |
|---|---|---|
| Billing Address | Email | |
| City / State / Zip | Signature | |

## Elite Display Units

| Quantity | Unit Name | Size | Discount Rental |
|---|---|---|---|
| | Pro 1 | 10 x 10 | $2,942.50** |
| | Pro 3 | 10 x 10 | $4,463.00** |
| | Pro 4 | 10 x 10 | $6,113.00** |
| | Pro 5 | 10 x 20 | $5,451.00** |
| | Pro 6 | 10 x 20 | $7,022.00** |
| | Pro 7 | 10 x 20 | $9,267.50** |
| | Pro 10 | 20 x 20 | $8,585.00** |
| | Pro 11 | 20 x 20 | $14,749.00** |
| | Pro 12 | 20 x 20 | $14,056.50** |
| **Graphics pricing separate | | | |

**PLEASE NOTE:**

- Complete Pro packages can only be guaranteed if ordered prior to the discount deadline date.
- A 30% surcharge will apply to all orders made after the discount deadline depending upon availability of Pro Displays and Pro accessories. Some changes cannot be completed on-site.
- Custom furnishings will be delivered to your booth separately from Pro Displays and accessories.
- No units include electrical service. Electrical services must be ordered separately.

**CANCELLATION POLICY**

All order cancellations must be received prior to the discount deadline date. Orders cancelled at show site will be subject to a 100% cancellation fee.

## Total Order

Pro Base Rental Price: $ _____

Premium Package (If applicable): $_____

Sales Tax (6.00%): $_____

Total Pro Package: $ _____

AGS EXPO
SERVICES

# ESSENTIAL DISPLAYS

## CREATIVE SERVICES

**From interlocking systems to pop-up displays, our Essential Display Units and accessories successfully promote your marketing vision and brand.**

Designed with the exhibitor in mind, each unit is unique, customizable and affordably priced.

- Low cost display options for any budget
- Wide variety of counters, pull-out displays and kiosks
- Varying lengths available to accommodate your space
- Turnkey display services include installation and dismantle
- Floor coverings and other on-site services available

AGS EXPO
SERVICES

# ESSENTIAL DISPLAYS | **Mod 1**

With a distinct curved header and a two-meter wide graphic space for branding and messaging opportunities, the Mod 1 unit is one of our most popular structures. This display has a unique integrated counter and accessible storage space for a variety of uses. With 10-foot and 20-foot lengths to accommodate any in-line exhibit space, our displays make exhibiting attractive and compelling - a custom look without the custom price tag.

The Mod 1 display is constructed from silver anodized aluminum and has a full two-meter curved header. This model can be customized to include cabinets, counters or kiosks.

### Each 10' Unit Includes:

- Standard Carpet
- Solid White Sintra Panels
- (2) Stylish Arm Lights
- (1) Counter w/doors
- Basic Header Copy

### Custom Options:

- Digital Print Graphic Panels
- Backlit Graphic Panels
- Additional Meter Counters
- Lockable Counter Doors
- Straight/Angled Shelving

Mod 1 10' x 20'

**Rental Price: $2,170.00**

Mod 1 10' x 10'

**Order Now | 407.292.6162**

AGS EXPO
SERVICES

# ESSENTIAL DISPLAYS | **Mod 2**

The Mod 2 display, with its unique curved design element, is both stylish and within your budget. The central display area is perfect for a wide-format LCD display or custom shelving, with ample room for content and branding. With 10-foot and 20-foot lengths to accommodate any in-line exhibit space, our displays make exhibiting attractive and compelling.

The Mod 2 display is constructed from silver anodized aluminum and has a full two-meter header. This model can be customized to include cabinets, counters or kiosks.

### Each 10' Unit Includes:

- Standard Carpet
- Solid White Sintra Panels
- (2) Stylish Arm Lights
- (1) Counter w/doors
- Basic Header Copy

### Custom Options:

- Digital Print Graphic Panels
- Backlit Graphic Panels
- Additional Meter Counters
- Lockable Counter Doors
- LCD Display or Mount

Mod 2 10' x 20' PLUS

## Rental Price: $2,195.00

Mod 2 10' x 10' PLUS

**Order Now | 407.292.6162**

AGS EXPO
SERVICES

# ESSENTIAL DISPLAYS | **Mod 3**

The Mod 3 display has a distinct column like graphics structure and a wide back-wall space for extended marketing content. With 10-foot and 20-foot lengths to accommodate any in-line exhibit space, our displays make exhibiting attractive and compelling.

The Mod 3 display is constructed from silver anodized aluminum and has a full two-meter header. This model can be customized to include cabinets, counters or kiosks.

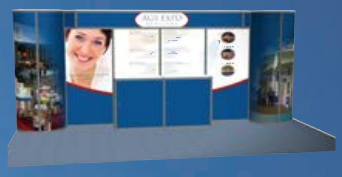
### Each 10' Unit Includes:

- Standard Carpet
- Solid White Sintra Panels
- (2) Stylish Arm Lights
- (1) Counter w/doors
- Basic Header Copy

### Custom Options::

- Digital Print Graphic Panels
- Backlit Graphic Panels
- Additional Meter Counters
- Lockable Counter Doors
- Straight/Angled Shelving

Mod 3 10' x 20' PLUS



**Rental Price: $1,925.00**

Mod 3 10' x 10' PLUS

**Order Now | 407.292.6162**

AGS EXPO
SERVICES

# ESSENTIAL DISPLAYS | **Mod 4**

Our Mod 4 display provides a modern, slick and stylish appearance. This extrusion-based exhibit features NEW Velcro-applied graphics. Headers and wings available in UV printed colors or frosted Plexiglas. These units come with two lights. Options include LCD monitor mounts, tables, counters, literature pockets and larger freight cases.

### Each 10' Unit Includes:

- Standard Carpet
- Solid White Sintra Panels
- (2) Stylish Arm Lights

### Custom Options:

- Digital Print Graphic Panels
- Custom Counters
- Straight/Angled Shelving

**Rental Price: $1,950.00**

Mod 4| 10' x 10'

**Order Now | 407.292.6162**

AGS EXPO
SERVICES

# ESSENTIAL DISPLAYS | **Mod 5**

The Mod 5 is a whole new approach to a traditional structure. Constructed from modern, square aluminum system, this display features custom options like integrated shelving, seamless "plant-on" style graphics and a unique stand-off header option. The Mod 5 display revolutionizes the modular in-line exhibit. With 10-foot and 20-foot lengths to accommodate any in-line exhibit space, our displays make exhibiting attractive and compelling.

The Mod 5 display is constructed from square-post silver anodized aluminum and can be customized to include cabinets, counters or kiosks.

### Each 10' Unit Includes:

- Standard Carpet
- Solid White Sintra Panels
- (4) Custom Shelves
- (2) Stylish Arm Lights
- (1) Counter w/doors

### Custom Options:

- Digital Print Graphic Panels
- Stand-Off & Custom Routed Header
- Additional Meter Counters
- Lockable Counter Doors

**Rental Price: $3,018.00**

Mod 5 10'x 10'

**Order Now | 407.292.6162**

AGS EXPO
SERVICES

# ESSENTIAL DISPLAYS | **Mod 6**

The Mod 6 offers a modern flare to a backwall-style structure. Seamless plant-on graphics run edge-to-edge giving this wildly simple structure breathtaking graphic appeal. Supported by our robust system frame work, you can add pieces like LCD displays or custom shelving, with ample room for content and branding. With 10-foot and 20-foot lengths to accommodate any in-line exhibit space, the Mod 6 is a distinct choice for your next event.

The Mod 6 display is plated in direct-to-substrate printed panels and supported by our aluminum system. This model can be customized to include cabinets, counters or kiosks.

### Each 10' Unit Includes:

- Standard Carpet
- Solid White Sintra Panels

### Custom Options:

- Digital Print Graphic Panels
- Unique Floor Coverings
- Additional Counters
- Lockable Counters
- LCD Display or Mount

Mod 6 10' x 20'

**Rental Price: $2,450.00**

Mod 6 10' x 10' PLUS

**Order Now | 407.292.6162**

AGS EXPO
SERVICES

# ESSENTIAL DISPLAYS | **MOD 7**

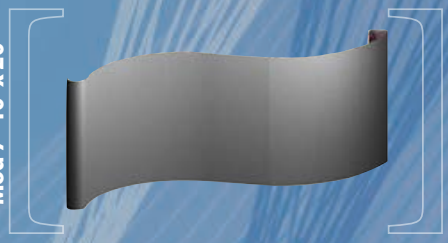
Simple to construct and easy to ship, AGS offers a wide variety of portable pop-up displays. The Mod 7 offers a three-panel, mural-style display for Velcro© applied or digitally printed graphics. Where simplicity and ease of setup is key, this highly visible display can be outfitted with a variety of accessories. These units are available to rent or purchase.

### Each 10' Unit Includes:

- Standard Carpet
- Velcro© receptive panels

### Custom Options:

- Rugged shipping container
- Customizable graphics for podium
- Additional lighting or shelves




**Rental Price: $1,750.00**

**Order Now | 407.292.6162**

# GET CREATIVE | CUSTOM DISPLAYS

**AGS Exhibits is an integrated ideas factory offering a fusion of creativity and tradeshow industry expertise. Our aim is to generate a display that will help you realize your marketing objectives, build customer awareness and deliver your message with flair and creativity.**

AGS has a long history of quality and experience in compelling display graphics. Our blending of efficient practices, new printing technologies and high-quality materials results in flawless graphics, customer focused service and on-time delivery.

## Custom Display Services:

- Hardwall or modular system designs
- Specialty floor coverings
- Unique counters & kiosks
- A/V solutions & presentation services
- Fully CAD rendered designs & drawings
- Multi-Level structures

## Display Graphics:

- Theme & logo design
- Computer-cut vinyl
- Pull-out banners & backdrops
- Back-lit images/duratrans
- Flooring/carpet graphics
- Photo-realistic prints & enlargements

**Let's Get Started!**

phone: **407.292.0025**
fax: **1.407.292.4414**

email: **exhibits@ags-expo.com**
website: **www.ags-expo.com/exhibits**

Florida Association of Public Procurement Officials, Inc.
Palm Beach Convention Center, Exhibit Hall A
Palm Beach, FL
April 14, 2014

**Discount Price Deadline Date**
**MARCH 31ST**
Method of payment must accompany your order

| Company Name | Tel # | Booth Number |
|---|---|---|
| Billing Address | Email | |
| City / State / Zip | Signature | |

# Essential Displays Order Form

Make your exhibit stand out. AGS offers distinct turnkey displays to give your exhibit the look you need. Because our system is so flexible, we can design just about anything. If there is something special you would like constructed, please allow us the opportunity to provide your company with a specialized quote. Follow the steps below to organize and complete an Essential Display that fits your needs and budget.

***All Orders Include:***

- Installation & Dismantle of Exhibit
- Standard Carpet
- Two Stylish Arm Lights (per 10" unit)
- Basic Header with Company Name

**STEP 1 - Select a Display** (See next page for remaining steps)

## Mod 1

| ☐ 10' x 10' | $1,845.00 | ☐ 10' x 20' | $3,540.00 |
|---|---|---|---|

## Mod 1 PLUS

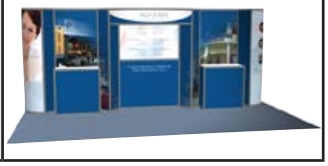
| ☐ 10' x 10' | $2,170.00 | ☐ 10' x 20' | $4,230.00 |
|---|---|---|---|

## Mod 2

| ☐ 10' x 10' | $1,695.00 | ☐ 10' x 20' | $3,245.00 |
|---|---|---|---|

## Mod 2 PLUS

| ☐ 10' x 10' | $2,195.00 | ☐ 10' x 20' | $4,180.00 |
|---|---|---|---|



## Mod 3

| ☐ 10' x 10' | $1,600.00 | ☐ 10' x 20' | $3,135.00 |
|---|---|---|---|

## Mod 3 PLUS

| ☐ 10' x 10' | $1,925.00 | ☐ 10' x 20' | $3,285.00 |
|---|---|---|---|

ESSENTIAL DISPLAYS ORDER FORM

Florida Association of Public Procurement Officials, Inc.
Palm Beach Convention Center, Exhibit Hall A
Palm Beach, FL
April 14, 2014

**Discount Price Deadline Date**
**MARCH 31ST**
Method of payment must accompany your order

| Company Name | Tel # | Booth Number |
|---|---|---|
| Billing Address | Email | |
| City / State / Zip | Signature | |

# Essential Displays Order Form

**STEP 2** - Select Your Package (check only one box)

☐ **BASIC PACKAGE** - Priced as Listed on Unit

- Installation & Dismantle of Exhibit
- Standard Carpet
- Two Stylish Arm Lights (per 10' unit)
- Basic Header with Company Name

Electrical not included with Essential Displays

**PLEASE CHOOSE YOUR STANDARD CARPET COLOR:**

☐ Blue ☐ Red ☐ Burgundy ☐ Gray ☐ Black ☐ Purple ☐ Hunter Green ☐ Teal

**PLEASE INDICATE YOUR HEADER COPY:**

- All header copy is printed in standard black lettering.

**ALTERNATE PANEL COLORS** (ADDITIONAL 35% CHARGE):

☐ Blue ☐ Red ☐ Gray ☐ Black ☐ Green

- All Essential Displays come with standard white panels.

☐ **PREMIUM PACKAGE** - Add $1,127.00 + tax (per 10' unit, please call for 20' unit quote)

- Installation & Dismantle of Exhibit
- Upgraded 26 oz. Carpet
- Two Stylish Arm Lights (per 10" unit)
- Daily Vacuuming for Exhibit
- $250.00 Credit toward Custom Graphics
- (1) 30" Pedestal Table, (2) Padded Side Chairs

**PLEASE CHOOSE YOUR UPGRADED CARPET COLOR:**

☐ Cherry Red ☐ Onyx Black ☐ Charcoal ☐ Colony Blue ☐ French Beige ☐ Emerald ☐ Gray Pearl

- Additional colors offered upon request.
- Rental includes installation prior to delivery of your exhibit, taping of all edges, and visqueen covering.

ESSENTIAL DISPLAY CUSTOM GRAPHICS - $250.00 Credit

AGS will contact you regarding your graphic order needs. AGS Graphics offers a variety of services to create a sleek and marketable look for your event. Please contact an Event Services Coordinator for file format requirements to prepare your graphics submission.

**ALTERNATE PANEL COLORS** *(ADDITIONAL 35% CHARGE):*

☐ Blue ☐ Red ☐ Gray ☐ Black ☐ Green

- All Essential Displays come with standard white panels.

Florida Association of Public Procurement Officials, Inc.
Palm Beach Convention Center, Exhibit Hall A
Palm Beach, FL
April 14, 2014

**Discount Price Deadline Date**
**MARCH 31ST**
Method of payment must accompany your order

| Company Name | Tel # | Booth Number |
|---|---|---|
| Billing Address | Email | |
| City / State / Zip | Signature | |

# Essential Displays Order Form

**STEP 3** - Select Your Accessories:

| Cabinets | | |
|---|---|---|
| Qty | Item | Discount |
| | 30" - 1 Meter x 1/2 Meter | $505.42 |
| | 30" - 2 Meter x 1/2 Meter | $689.96 |
| | 30" - 1 Meter Curved | $479.56 |
| | 30" Sliding Doors | $88.16 |
| | 42" - 1 Meter x 1/2 Meter | $558.32 |
| | 42" - 2 Meter x 1/2 Meter | $758.13 |
| | 42" - 1 Meter Curved | $558.32 |
| | 42" Sliding Doors | $88.16 |

| Shelving | | |
|---|---|---|
| Qty | Item | Discount |
| | Straight Shelves | $88.16 |
| | Angled Shelves | $88.16 |
| | Interior Shelves | $88.16 |

| Lighting & Light Boxes | | |
|---|---|---|
| Qty | Item | Discount |
| | Swivel Flood Light | $88.16 |
| | Light Box - Small | Quote Only |
| | Light Box - Medium | Quote Only |
| | Light Box - Large | Quote Only |

| Literature Holders | | |
|---|---|---|
| Qty | Item | Discount |
| | Leaflet Holder | $25.86 |
| | Brochure Holder | $37.61 |
| | Literature Rack | $176.95 |

| Paneling & Hooks | | |
|---|---|---|
| Qty | Item | Discount |
| | 1 Meter x 8' Slatwall | $102.35 |
| | Waterfall Hooks | $29.39 |

**PLEASE NOTE:**

- Complete Essential Display packages can only be guaranteed if ordered prior to the discount deadline date.
- A 30% surcharge will apply to all orders made after the discount deadline depending upon availability of Essential Displays and Display accessories. Some changes cannot be completed on-site.
- Custom furnishings will be delivered to your booth separately from Displays and accessories.
- No units include electrical service. Electrical services must be ordered separately.

**CANCELLATION POLICY**

All order cancellations must be received prior to the discount deadline date. Orders cancelled at show site will be subject to a 100% cancellation fee.

## Total Order

**STEP 1** Essential Displays Rental Price: $ _____

**STEP 2** Premium Package (If applicable): $_____

Alternate Panel Color (35% of Basic Pkg Price if applicable): $_____

**STEP 3** Accessories - Subtotal: $_____

Sales Tax (6.00%): $_____

Total Essential Display Package: $ _____

| Company Name | Tel # | Booth Number |
|---|---|---|
| Billing Address | Email | |
| City / State / Zip | Signature | |

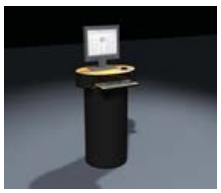
# Computer Kiosk Order Form

Stylish and functional, each computer kiosk is constructed from anodized aluminum. These kiosks can serve as a centerpiece to any exhibit offering ample space to display computers, digital displays or information. Every unit can be customized for your needs to include custom counter tops, graphic panels and backlights.

**All Orders Include:**

- Installation & Dismantle of Unit
- White Sintra Panels
- Custom Graphics Upgrade Options
- Ample Counter Space for Computers

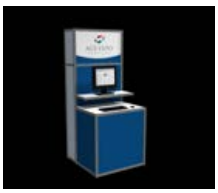
**Select a Kiosk:**



**Kiosk A** ☐

$301.74 per unit

Designed with space in mind, this smaller Velcro© receptive unit can be covered in unique display graphics.



**Kiosk B** ☐

$532.17 per unit

This kiosk offers wide tower graphic space with a full meter high counter and lockable storage space upon request.

**Kiosk C** ☐

$488.28 per unit

With a wide semi-circular counter top, this kiosk has ample space for large monitors and computers.

**Please Note:**

- Computer kiosks can only be guaranteed if ordered prior to the discount deadline date posted at the top of this page.
- All orders received after the discount deadline date will be assessed a 30% surcharge and are subject to availability at the time the order is received.
- Units do not include electrical service. Electrical services must be ordered separately using the appropriate order form included in this Exhibitor Service Manual.

## Total Order

**Order Subtotal: $** _____

**Sales Tax (6.00%): $** _____

**Total Computer Kiosk Order: $** _____

Florida Association of Public Procurement Officials, Inc.
Palm Beach Convention Center, Exhibit Hall A
Palm Beach, FL
April 14, 2014

**Discount Price Deadline Date**
**MARCH 31ST**
Method of payment must accompany your order

| Company Name | Tel # | Booth Number |
|---|---|---|
| Billing Address | Email | |
| City / State / Zip | Signature | |

## Signs & Graphics

Whatever your graphic needs, AGS will work closely with you to create effective and attractive display graphics. Tell us your objective and we will match you with the best product. We can also assist you with design and branding. If you have any questions, please contact us at 407.999.5699 or email us at graphics@ags-expo.com

| Sign Sizes | | | |
|---|---|---|---|
| Quantity | Size (h x w) | Discount | Standard |
| | 7" x 11" | $24.19 | $36.29 |
| | 7" x 22" | $27.80 | $41.70 |
| | 7" x 44" | $43.04 | $64.55 |
| | 11" x 14" | $28.93 | $43.40 |
| | 14" x 44" | $57.38 | $86.07 |
| | 22" x 28" | $65.75 | $98.63 |
| | 28" x 44" | Quote Only | Quote Only |
| | 40" x 60" | Quote Only | Quote Only |

**NOTE**: Optional Services may be required for signs with more than 10 words or those requiring special printing.

Substrates *(Optional)*

☐ Foamcore ☐ Acrylic ☐ Banner
☐ Duratrans ☐ Sintra ☐ Gator Board
☐ Canvas ☐ Show Card

**Specialty Sizes** *(attach any details for quote)*

Quantity Size

_____ H_____" x W_____"

☐ Vertical ☐ Horizontal ☐ Use your judgement for layout

Background Color_____Lettering Color_____

_____ H_____" x W_____"

☐ Vertical ☐ Horizontal ☐ Use your judgement for layout

Background Color_____Lettering Color_____

**Optional Services**

| Quantity | Item | Price |
|---|---|---|
| _____ | Over 10 Words | $1.00/word |
| _____ | Alternate copy color | $7.50/change |
| _____ | Easel Back | $5.00/sign |
| _____ | Plastic sign holder | $10.00/sign |
| _____ | Logo sign | Quote Only |

Sign Copy *( please include any text, sketches, image files or design ideas when submitting your order )*

_____

_____

_____

_____

**Please Note:**

- All sign prices above are quoted based on one (1) text color, white showcard,10 words or less per sign and print-ready artwork.

## Total Order

**Order Subtotal: $** _____

**Sales Tax (6.00%): $** _____

**Total Order: $** _____

AGS EXPO SERVICES

# Graphic File Requirement Guidelines

## AGS's Prefered File Formats

Do not send images obtained from the Internet, Microsoft Word documents or Power Point slides for large format production. These are the prefered formats in order of preference:

- Adobe Illustrator (.ai)
- Illustrator EPS (.eps)
- Photoshop High (.psd) *
- TIFF (.tif) *
- JPEG (.jpg) *
- InDesign (.indd)

We can accept your electronic files on the following types of media:

- CD/DVD-ROM
- FTP (You can upload to our FTP site or we can download from your FTP site)
- E-Mail (15MB max)

## Fonts

Please convert all fonts to "Outlines" before sending files. If this is not possible, include the fonts along with the transfer of the production files. Having access to the font used in your graphic is essential for us to make changes to text on any of your signage. In many cases you will want to make last minute changes or additions to your sign order. In order for us to edit type, or add additional text, we will need the fonts. We will also need the fonts for proper print output if you have sent us Adobe Illustrator files without turning the text to "Outlines" or Photoshop files without "Rasterizing" the type layers.

## Color Matching

AGS uses PANTONE COLORBRIDGE as a color reference to achieve the closest possible match to your color preferences. It is not possible to use PMS colors in CMYK or RGB Photoshop images, but we still would like to have Pantone Matching System (PMS) colors noted on the proofs and/or in writing as a reference for print comparison.

AGS will match PMS colors as closely as possible using our XRITE I1 iO1 Table and software. We Build ICC profiles to ensure color consistency across all our printable substrates.

## What size will your final print be?

AGS produces graphics in a multitude of sizes depending on your specific needs. Contact your Account Representative and they will provide you with information regarding all the signage for your particular event.

Postscript vector outlined file types such as .ai and .eps are resolution independent, re-sizable without quality compromise and prefered especially for logos, however rasterized bitmapped images such as Photoshop, Tiffs or Jpegs should be high resolution (150 - 300 dpi) at full size, 1:1 ratio. Any such images linked or embedded in InDesign or Illustrator files should be high resolution as well.

* Rasterized bitmapped pixel based images should be high resolution 150 - 300 dpi at full size 1:1 ratio.

Based on viewing distance, here are some basic guidelines for resolution when working with formats such as .psd, .tif and .jpg files. This is the minimum resolution your graphic should be at full size dimensions:

- Viewing distance of 1-4 feet . . . . 150 dpi at full size
- Viewing distance of 5-9 feet . . . 100 dpi at full size
- Greater than 10 feet . . . . . 72 dpi at full size

Extremely large banners might possibly be saved at lower resolutions to reduce the file size, but the file you send to AGS should be a minimum of 72 dpi and we will modify it as necessary.

GRAPHIC FILE REQUIREMENT GUIDELINES

AGS EXPO SERVICES

# Graphic File Requirement Guidelines

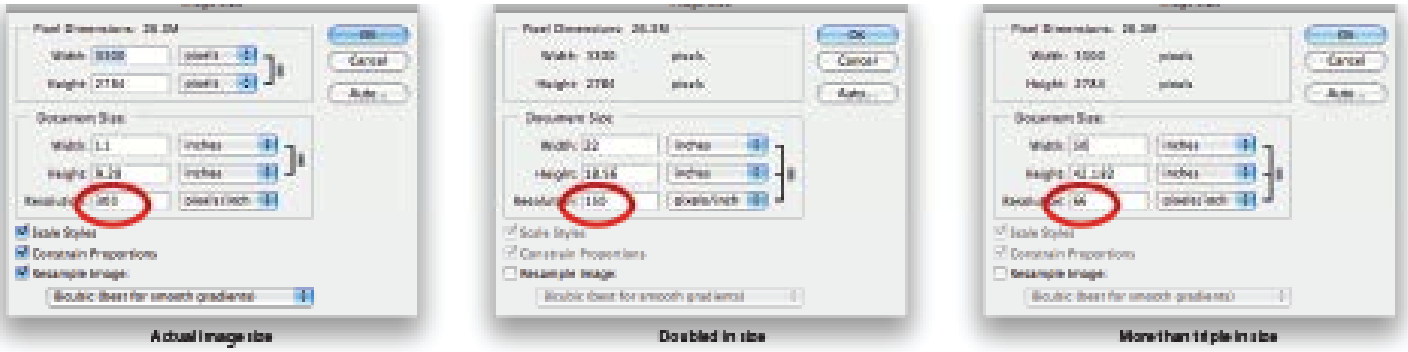


## Image Size and Resolution

The resolution of an image is determined by the number of pixels per inch (ppi) printed on a page. Photographs and artwork files should always be an absolute minimum of 72 dpi at full production size. It is preferred that art sent to us for production be at least 150 dpi or higher. If the art's dimensions are smaller than actual size of the final print, the resolution needs to be higher to compensate.

For example: If a file needs to be printed at 6 feet by 4 feet and your file is only 3 feet by 2 feet at 72 dpi, it will be pixelated and blurry when it is printed at full size.

When you blow it up to full size, you are actually cutting the resolution by half. (3'x 2' at 72 dpi = 6'x 4' at 36 dpi) You can figure out if a file will print properly by opening it in Adobe PhotoShop and going to the Image menu to Image Size. This window will show you exactly how much resolution you are losing when you enlarge the image to its full printing size. Check off the box marked "Resample Image" then change the width and height to the final printed dimensions. The resolution will change automatically, showing you what the actual resolution will become when the image is resized. One exception to this is graphics for extremely large banners which can print well at 36 dpi when seen from a distance of 10 ft. or more.



Actual image size | Doubled in size | More than triple in size

In this example you can see how the image loses resolution as the size is increased in Adobe PhotoShop. If it were to be printed at 50' the resolution would only be 60 dpi. This same loss of resolution occurs if you bring the image into Adobe Illustrator and make it bigger by dragging one of the corners.

Printing the same low-resolution image at different sizes you can see how this low resolution image becomes 'pixelated' as it is increased in size for printing. This is a perfect example of why a small piece of art taken off a website at 72 dpi is unacceptable for printing.

## Questions?

In order to ensure the highest quality products, please make certain that all files submitted to AGS adhere to this criteria. If for any reason you are unfamiliar with any of these items, have any questions or need information on accessing the FTP site, please contact our Director of Graphic Operations, Mr. Aziz Khan.

Phone: 407.999.5600

email: akhan@ags-expo.com

| Company Name | Tel # | Booth Number |
|---|---|---|
| Billing Address | Email | |
| City / State / Zip | Signature | |



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Our ultra-portable, lightweight, pullout banners make a perfect addition to any exhibit space. Display new products or billboard information.

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| | Phoenix PLUS | 39.25"W x 84"H | $585.22 |
| | Phoenix 2 | (2x) 31.5"W x 84"H | $696.88 |
| | Opal | 31.5"W x 78.5"H | $390.96 |
| | Diamond | 36"W up to 95"H | $436.60 |

- **Quoted prices based on print-ready artwork.**
- Each unit comes with its own carrying case.
- Prices do not include shipping.
- Orders received after the deadline date will be assessed an additional 50% surcharge.

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**Sales Tax (6.00%): $** _____

**Total Order: $** _____

The Diamond

The Phoenix

The Opal

The Phoenix 2

The Phoenix PLUS

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BANNER STANDS ORDER FORM

# Custom Furnishings

## Catalog and Order Forms

Custom Furnishings Catalog . . . . . 46
Custom Furnishings Order Form . . . . . 68

Return to Contents

# Uptown

A-1 Black Suede Sofa
83″L x 32″D x 32″H

A-2 Black Suede Loveseat
59″L x 32″D x 32″H

A-3 Black Suede Chair
39″L x 32″D x 32″H

A-4 Black Suede Bench
61″L x 20″D x 17″H

A-5 Nickel Glass Ckt Table
52″L x 31″D x 19″H

A-6 Nickel Glass End Table
26″L Diameter 22″H

# Uptown

A-7 - Black Suede Corner
33″L x 33″D x 28″H

A-8 - Black Suede Center
31″L x 33″D x 28″H

A-9 - Half Round Black Ottoman
72″L x 36″D x 18″H

A-10 Black Glass Ckt Table
48″L x 24″D x 17″H

A-11 Black Glass End Table
21″L x 21″D x 21″H

A-12 Black Floor Lamp
Black, 72″H

# Newport

B-1 Tan Suede Sofa
79″L x 34″D x 32″H

B-2 Tan Suede Loveseat
54″L x 34″D x 32″H

B-3 Tan Suede Chair
32″L x 34″D x 32″H

B-4 Natural Ckt Table
48″L x 24″D x 17″H

B-5 Natural End Table
24″L Diameter 21″H

B-6 Green Suede Ottaman
32″L x 19″D x 17″H

B-7 Green Suede Chair
32″L x 34″D x 32″H

## Lounge Areas

# Laredo

C-1 Black Leather Sofa
77″L x 34″D x 32″H

C-2 Black Leather Loveseat
54″L x 34″D x 32″H

C-3 Black Leather Chair
32″L x 34″D x 32″H

C-4 Black Chrome Ckt Table
46″L x 23″D x 18″H

C-5 Black Chrome End Table
23″ Diameter 20″H

C-6 Black Chrome Lamp
22″H

# Bristol

D-1 Grey Upholstery Sofa
77″L x 33″D x 31″H

D-2 Grey Upholstery Loveseat
54″L x 33″D x 31″H

D-3 Grey Upholstery Chair
32″L x 33″D x 31″H

D-4 Black Cube Ckt Table
30″L x 30″D x 16″H

D-5 Black Round Ckt Table
30″ Diameter 15″H

D-6 Black Cube End Table
24″L x 24″D x 20″H

CUSTOM FURNISHINGS CATALOG

# South Beach

E-1 White Sofa
77″L x 43″D x 32″H

E-2 White Chair
53″L x 3342″D x 32″H

E-3 Bench
53″L x 27″D x 16″H

E-4 Red Sofa
77″L x 34″D x 32″H

E-5 Red Chair
53″L x 34″D x 32″H

E-6 Red Bench
53″L x 27″D x 16″H

E-7 Square White Cocktail, White & Chrome
31″L x 31″D x 15″H

E-8 Rectangle White Cocktail, White & Chrome
46″L x 23″D x 11″H

E-9 White End, White & Chrome
20″L x 20″D x 19″H

# Barcelona

F-1 Barcelona Chair Red
3883″L x 32″D x 32″H
F-2 Barcelona Ottaman Red
3883″L x 32″D x 32″H

F-3 Barcelona Chair White
3883″L x 32″D x 32″H
F-4 Barcelona Ottaman White
3883″L x 32″D x 32″H

F-5 Barcelona Chair Black
3883″L x 32″D x 32″H
F-6 Barcelona Ottaman Black
3883″L x 32″D x 32″H

# Melrose

G-1 Red Swirl Sofa
78″L x 41″D x 30″H

G-2 Red Swirl Chair
40″L x 36″D x 30″H

G-3 Red Swirl Bench
61″L x 21″D x 17″H

# Monte Carlo

H-1 Love - Black_cmyk
50″L x 38″D x 29″H

H-2 Corner - Black_cmyk
40″L x 40″D x 29″H

H-3 Love - White_cmyk
50″L x 38″D x 29″H

H-4 Corner - White_cmyk
40″L x 40″D x 29″H

Monte Carlo Setting

CUSTOM FURNISHINGS CATALOG

# Contempo

I-1 Contempo Sofa - White
71″L x 34″D x 30″H

I-2 Contempo Bench - White
71″L x 34″D x 17″H

I-3 Contempo Ottoman - White
40″L x 40″D x 17″H

I-4 Contempo Sofa - Black
71″L x 34″D x 30″H

I-5 Contempo Bench -Black
71″L x 34″D x 17″H

I-6 Contempo Ottoman - Black
40″L x 40″D x 17″H

I-7 Chrome Glass Ckt Table
45″L x 32″D x 18″H

I-8 Chrome Glass End Table
25″ Diameter 21″H

I-9 Glove Chair
30″L x 30″D x 32″H

# Havana

J-1 Havana Sofa
88″L x 38″D x 37″H

J-2 Havana Chair
47″L x 38″D x 37″H

J-3 Havana Cocktail
48″L x 24″D x 18″H

J-4 Havana End
24″L x 22″D x 22″H

J-5 Burgundy Wingback Chair
35″L x 36″D x 45″H

J-6 Cherry Desk Chair
16″L x 18″D x 39″H

J-7 Cherry Writing Desk
48″L x 24″D x 30″H

J-8 Brass Lamp
28″H

J-9 White_Leather_Banquette_59R x 38H
59″L x 29″D x 39″H Seat Height 17″H

J-10 Cube
18″L x 18″D x 17″H

J-11 Black Cube
18″L x 18″D x 18″H

## Tables & Chairs

Black Table *( Textured Top )*
K-1 24″ Diameter Top x 29″ H
K-2 30″ Diameter Top x 29″ H
K-3 36″ Diameter Top x 29″ H
K-4 42″ Diameter Top x 29″ H

K-5 Black Euro Chair
22″L x 23″D x 28″H

K-6 Jet Black Chair
16″L x 18″D x 31″H

Black Café Tall Bar Table *( Textured Top )*
K-7 24″ Diameter Top x 29″ H
K-8 30″ Diameter Top x 29″ H
K-9 36″ Diameter Top x 29″ H

K-10 Black Bar Stool
21″L x 20″D x 41″H

K-11 Jet Black Bar Stool
16″L x 18″D x 42″H

## Stage Chairs

K-12 Mocha Stage Chair
28″L x 26″D x 32″H

K-13 Black Tub Chair
25″L x 25″D x 33″H

K-14 Grey Tub Chair
25″L x 25″D x 33″H

K-15 Black Tulip Chair
22″L x 19″D x 36″H

## Tables & Chairs

Table, Maple & Chrome
L-1 30″ Diameter 29″H
L-2 36″ Diameter 29″H

L-3 Maple Chrome Chair
16″L x 18″D x 31″H

Tall Bar Table, Maple & Chrome
L-4 30″ Diameter 42″H
L-5 36″ Diameter 42″H

L-6 Maple Chrome Bar Stool
16″L x 18″D x 42″H

L-7 Maple Back Bar Stool
16″L x 18″D x 42″H

Black & Chrome Table
L-7 30″ Diameter 29″H
L-8 36″ Diameter 29″H

L-9 Black & Chrome Chair
16″L x 18″D x 31″H

Black & Chrome Tall Bar Table
L-10 30″ Diameter 42″H

L-12 Black Chrome Bar Stool
16″L x 18″D x 42″H

L-13 Black Chrome Back Stool
19″L x 14″D x 42″H

CUSTOM FURNISHINGS CATALOG

## Tables & Chairs

L-14 Black & Glass Table
42″ Diameter 29″H

L-15 Chrome & Glass Table
36″ Diameter 32″H

L-16 Black Black Chair
21″L x 20″D x 28″H

L-17 Chrome & Glass Tall Bar Table
28″ Diameter 42″H

L-18 White Swivel
15″L x 15″D x 25″- 32″H

L-19 Black Swivel
15″L x 15″D x 25″- 32″H

L-20 Chrome Table
30″ Diameter 32″H

L-21 Chrome Chair
24″L x 18″D x 29″H

L-22 Chrome Bar Tall Table
28″ Diameter 42″H

L-23 Chrome Bar Stool
20″L x 16″D x 39″H

CUSTOM FURNISHINGS CATALOG

## Tables & Chairs

M-1 Blue & Black Chair
20"L x 20"D x 32"H

M-2 Blue & Black Bar Stool
20"L x 22"D x 45"H - swivel

M-3 Red & Black Chair
20"L x 20"D x 32"H

M-4 Red & Black Bar Stool
20"L x 22"D x 45"H swivel

M-4 Black Chrome Euro Stool
20"L x 22"D x 45"H

M-5 RedChrome Euro Stool
20"L x 22"D x 45"H

M-5 Tall Café Table, White & Chrome (Laminant Top)
30" Diameter Top x 42" H

M-6 Bar Stool, White & Chrome
17"L x 18"D x 35"H
Seat Height 20.5"-31" - swivel

Gelato Table
24" Diameter x 31" to 40" Adjustable Height
M-7 White
M-8 Grey
M-9 Black

Scoop Chair
24" Diameter x 31" to 40" Adjustable Height
M-10 Red
M -11 Grey
M-12 Black
M-13 White

CUSTOM FURNISHINGS CATALOG

## Display Pedestals

Black Pedestals
N-1 12"L x 12"D x 30"H
N-2 12"L x 12"D x 36"H
N-3 12"L x 12"D x 42"H

Grey Pedestals
N-4 12"L x 12"D x 30"H
N-5 12"L x 12"D x 36"H
N-6 12"L x 12"D x 42"H

Black Pedestals
N-7 18"L x 18"D x 30"H
N-8 18"L x 18"D x 36"H

Grey Pedestals
N-9 18"L x 18"D x 36"H
N-10 18"L x 18"D x 42"H

N-11 Black Solid Pedestal
24"L x 24"D x 42"H

N-12 Grey Soild Pedestal
24"L x 24"D x 42"H

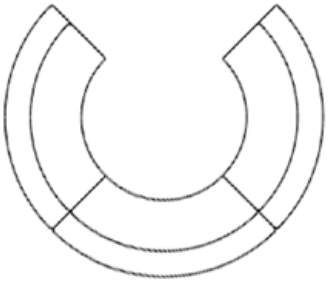
N-13 Pedestal, Black w/optional Tray & Locking Door
24"L x 24"D x 42"H

N-14 Pedestal, White w/optional Tray & Locking Door
24"L x 24"D x 42"H

## Bars

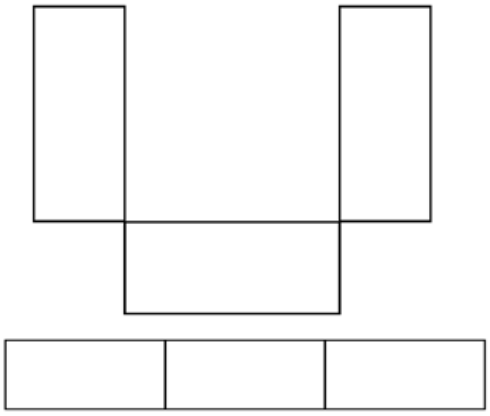
O-1 Martini Bar
50″L x 50″D x 47″H

O-2 Martini bar with colored lighting options
No electric required.
50″L x 50″D x 47″H



Suggested Layouts

O-3 Cosmopolitan Bar
72″L x 27″D x 42″H



Suggested Layouts

O-4 Cosmopolitan bar with colored lighting option. Electric required.
72″L x 27″D x 42″H

CUSTOM FURNISHINGS CATALOG

## Accessories

O-5 Reception Counter
48″L x 16″D x 42.5″H

O-6 Black Countour Reception Counter
with literature holder - Black
45″L x 21″D x 41″H

O-7 Grey Countour Reception Counter
with literature holder - White
45″L x 21″D x 41″H

O-8 42inch Computer Table
36″L x 30″D x 42″H

O-9 30inch Computer Table
48″L x 30″D x 30″H

O-10 Parson Desk
48″L x 24″D x 29″H

O-11 Refrigerator
20″L x 20″D x 34″H

O-12 Coat Rack
21″ Sqare Base 68″H

O-13 Black Mirror
15″L x 71″H

O-14 Literature Stand
10″L x 9″D x 64″H

O-15 Silver Folding
Literature Stand
11″L x 15″D x 60″H

O-16 Black Folding
Literature Stand
11″L x 15″D x 60″H

O-17 Floor Lamp
off-White Paper Shade
10″L x 10″D x 61″H

CUSTOM FURNISHINGS CATALOG

## Conference Tables

Maple Conference Table
P-1 6ft 72″L x 36″D x 29″H
P-2 8ft 96″L x 48″D x 29″H

Mahogany Conference Table
P-3 6ft 72″L x 36″D x 29″H
P-4 8ft 96″L x 48″D x 29″H
P-5 10ft 120″L x 48″D x 29″H

Honey Oak Conference Table
P-6 6ft 72″L x 36″D x 29″H

Black Oval Conference Table
P-7 6ft 72″L x 36″D x 29″H
P-8 8ft 96″L x 48″D x 29″H
P-9 10ft 120″L x 48″D x 29″H

Grey Oval Conference Table
P-10 6ft 72″L x 36″D x 29″H
P-11 8ft 96″L x 48″D x 29″H

Conference Table Black & Glass
P-12 5ft 60″L x 36″D x 29″H

P-13 Frosted Glass Chrome Table
53″L x 33″D x 29″H

P-14 Honey Oak Round Table
42″ Diameter Top x 29″H

P-15 Mahogany Table
42″ Diameter Top x 29″H

CUSTOM FURNISHINGS CATALOG

## Conference Chairs

Q-1 Leather Executive Chair
25"L x 28"D x 43"H

Q-2 Mesh Executive Chair
25"L x 28"D x 43"H

Q-5 Blk Jr. Executive Chair
24"L x 25"D x 38"H

Q-6 Grey Jr. Executive Chair
24"L x 25"D x 38"H

Q-7 Black Sled Chair
24"L x 24"D x 32"H

Q-8 Grey Sled Chair
24"L x 24"D x 32"H

Q-9 Blk Chrome Breuer Chair
19"L x 23"D x 31"H

Q-10 Grey Chrome Breuer Chair
19"L x 23"D x 31"H

Q-11 Black Drafting Stool
20"L x 23"D x 51"H
Seat Height: 23" - 33"

Q-12 Grey Drafting Stool
20"L x 23"D x 51"H
Seat Height: 23" - 33"

Q-13 Black Secretarial Chair
20"L x 23"D x 36"H
Seat Height: 16" - 21"

Q-14 Grey Secretarial Chair
20"L x 23"D x 36"H
Seat Height: 16" - 21"

Q-3 Izzo Chair - White
25"L x 28"D x 42"H

Q-4 Izzo Chair - Black
25"L x 28"D x 42"H

CUSTOM FURNISHINGS CATALOG

## Shelving and Storage

R-1 Black Etagere (glass shelves)
30"L x 14"D x 67"H

R-2 Chrome Etagere (glass shelves)
30"L x 14"D x 67"H

48inch Bookcase
36"L x 12"D x 48"H
R-3 Grey
R-4 Black

72inch Bookcase
36"L x 12"D x 72"H
R-5 Grey
R-6 Black

Filing Cabinet, 2-Drawer
15"L x 25"D x 29"H
R-7 Grey
R-8 Black

R-9 4-Dr Black File Cabinet
15"L x 25"D x 52"H

42inch Storage Cabinet
36"L x 18"D x 42"H
R-10 Grey, R-11 Black

R-12 72inch Black Storage Cabinet
36"L x 18"D x 72"H

## Office Credenzas

S-1 Natural Black Desk
60″L x 30″D x 29″H

S-2 Natural Black Credenza
60″L x 20″D x 29″H

S-3 Honey Executive Desk
60″L x 30″D x 29″H

S-4 Honey Credenza
66″L x 20″D x 29″H

S-5 Mahogany Desk
60″L x 30″D x 29″H

S-6 Mahogany Credenza
60″L x 20″D x 29″H

S-7 Grey Executive Desk
60″L x 30″D x 29″H

S-8 Grey Credenza
60″L x 20″D x 29″H

## Cabana Outdoor Furniture

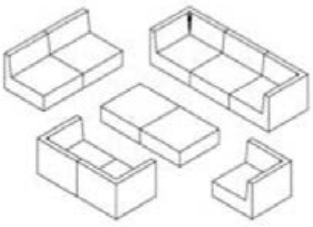
# Catalina

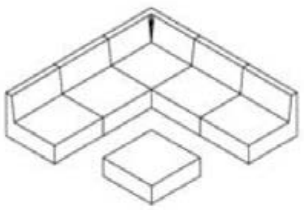
T-1 CATALINA Corner Lounge
35"L x 35"D x 27"H

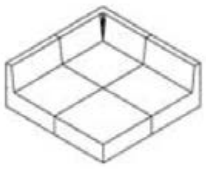
T-2 CATALINA Middle Lounge
35"L x 35"D x 27"H

T-3 CATALINA Cocktail Table
35"L x 35"D x 11"H
T-3C CATALINA Cocktail Table w/Cushioned
T-3G CATALINA Cocktail Table w/Glass

T-4 CATALINA end
19"L x 19"D x 19"H



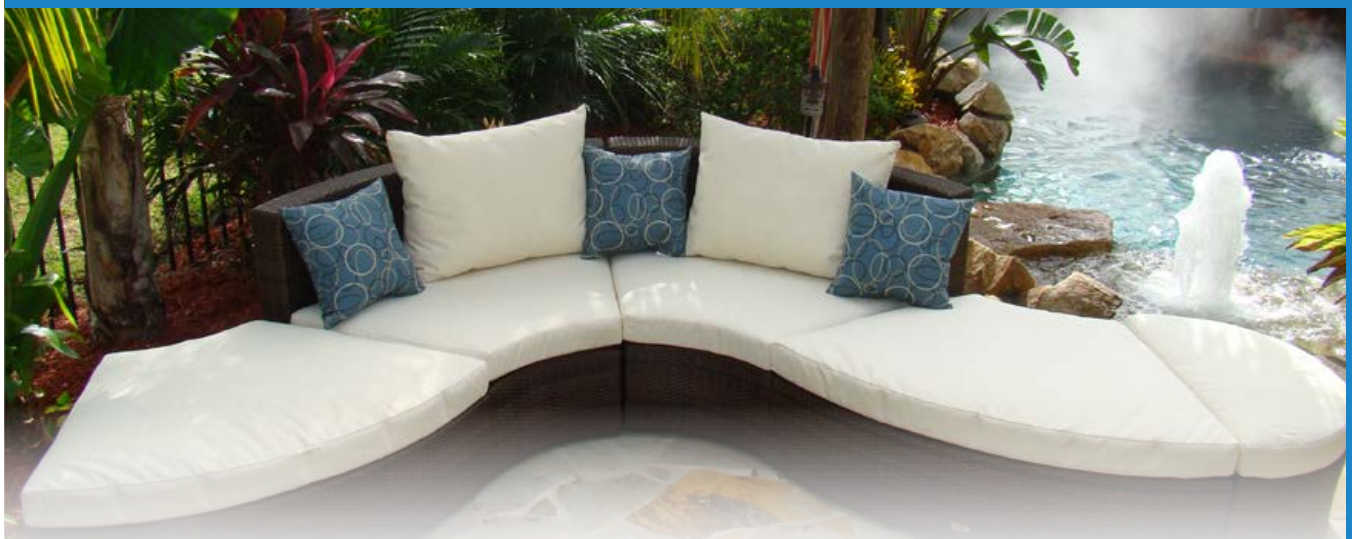




Arrangement Suggestions

CUSTOM FURNISHINGS CATALOG

## Cabana Outdoor Furniture



# Barbados

T-6 Barbados_small_backrest
50″L x 33″D x 28″H

T-7 Barbados_large_backrest
50″L x 33″D x 28″H

T-8 Barbados_curved section
50″L x 33″D x 11″H

T-9 Barbados end Section
31″L x 18″D x 11″H
T-9C Barbados end Section w/cushion
T-9G Barbados end Section w/Glass

## Cabana Outdoor Furniture

# Antigua

T-11 ANTIGUA Corner
30″L x 30″D x 28″H

T-12 ANTIGUA Armless Lounge
23″L x 32″D x 28″H

T-13 Right Arm Lounge
52″L x 32″D x 28″H

T-14 Left Arm Lounge
52″L x 32″D x 28″H

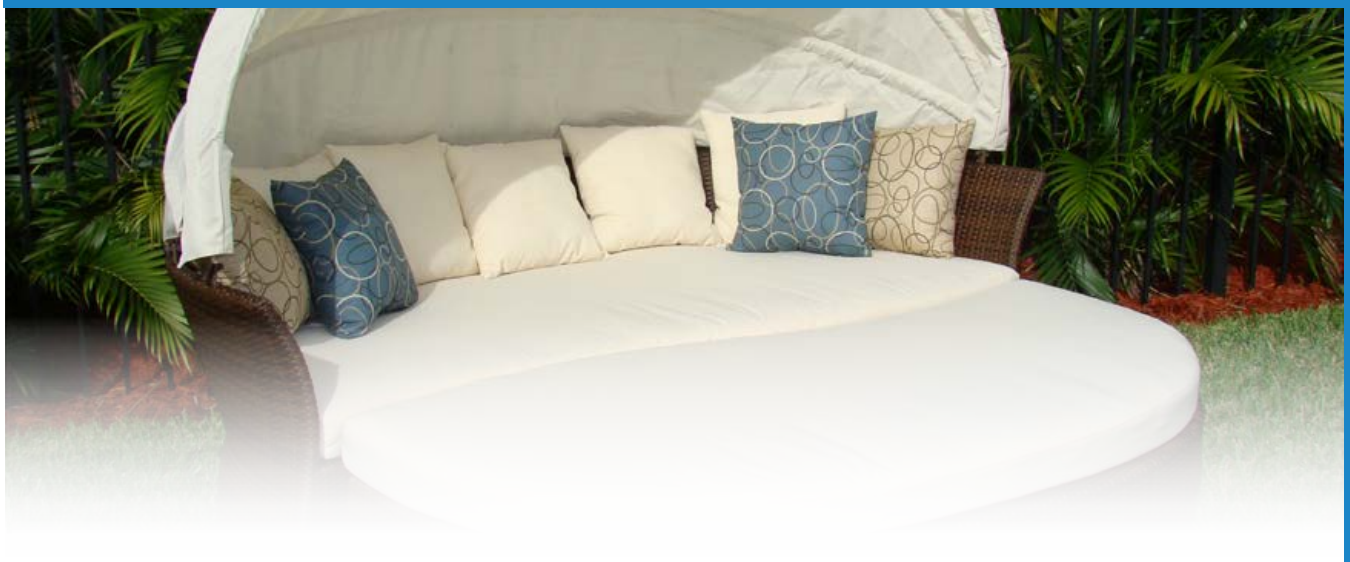
T- 15 ANTIGUA (BARRIO) Arm Chair
33″L x 32″D x 28″H

T- 16 ANTIGUA Cocktail Table
25″L x 51″D x 15″H

T-17 ANTIGUA End Table
17″L x 17″D x 15″H

CUSTOM FURNISHINGS CATALOG

## Cabana Outdoor Furniture



# Montego

Montego Lounge Ottoman Group
**T-18** Lounge – 78"L x 35"D x 30"H
**T-19** Ottoman – 74"L x 36"D x 14"H

Montego Chairs and Table
**T-20** 6.5' Table – 78"L x 35"D x 30"H
**T-21** 6.5' Chair – 20"L x 21"D x 34"H

Florida Association of Public Procurement Officials, Inc.
Palm Beach Convention Center, Exhibit Hall A
Palm Beach, FL
April 14, 2014

**Discount Price Deadline Date**
**MARCH 31ST**
Method of payment must accompany your order

AGS EXPO SERVICES

| Company Name | Tel # | Booth Number |
|---|---|---|
| Billing Address | Email | |
| City / State / Zip | Signature | |

# CUSTOM FURNISHINGS ORDER FORM

| STYLE A | | | |
|---|---|---|---|
| Item # | Quantity | Name | Price |
| A-1 | | Black Suede Sofa | $425.25 |
| A-2 | | Black Suede Loveseat | $388.50 |
| A-3 | | Black Suede Chair | $273.00 |
| A-4 | | Black Suede Bench | $241.50 |
| A-5 | | Nickel/Glass Ckt Table | $178.50 |
| A-6 | | Nickel/Glass End Table | $162.75 |
| A-7 | | Black Suede Corner | $273.00 |
| A-8 | | Black Suede Armless | $273.00 |
| A-9 | | Black/Half Round Ottoman | $341.25 |
| A-10 | | Black/Glass Ckt Table | $178.50 |
| A-11 | | Black/Glass End Table | $162.75 |
| A-12 | | Black Floor Lamp | $89.25 |

| STYLE B | | | |
|---|---|---|---|
| Item # | Quantity | Name | Price |
| B-1 | | Tan Suede Sofa | $425.25 |
| B-2 | | Tan Suede Loveseat | $388.50 |
| B-3 | | Tan Suede Chair | $273.00 |
| B-4 | | Natural Ckt Table | $178.50 |
| B-5 | | Natural End Table | $162.75 |
| B-6 | | Green Suede Ottoman | $147.00 |
| B-7 | | Green Suede Chair | $273.00 |

| STYLE C | | | |
|---|---|---|---|
| Item # | Quantity | Name | Price |
| C-1 | | Black Leather Sofa | $425.25 |
| C-2 | | Black Leather Loveseat | $388.50 |
| C-3 | | Black Leather Chair | $273.00 |
| C-4 | | Black/Chrome Ckt Table | $204.75 |
| C-5 | | Black/Chrome End Table | $178.50 |
| C-6 | | Black/Chrome Lamp | $89.25 |

| STYLE D | | | |
|---|---|---|---|
| Item # | Quantity | Name | Price |
| D-1 | | Grey Sofa | $399.00 |
| D-2 | | Grey Loveseat | $357.00 |
| D-3 | | Grey Chair | $267.75 |
| D-4 | | Black Cube Ckt Table | $183.75 |
| D-5 | | Black Round Ckt Table | $183.75 |
| D-6 | | Black Cube End Table | $168.00 |

| STYLE E | | | |
|---|---|---|---|
| Item # | Quantity | Name | Price |
| E-1 | | White Sofa | $514.50 |
| E-2 | | White Chair | $330.75 |
| E-3 | | White Bench | $241.50 |
| E-4 | | Red Sofa | $514.50 |
| E-5 | | Red Chair | $330.75 |
| E-6 | | Red Bench | $241.50 |
| E-7 | | White Square Ckt Table | $173.25 |
| E-8 | | White Rectangle Ckt Table | $173.25 |
| E-9 | | White End Table | $162.75 |

| STYLE F | | | |
|---|---|---|---|
| Item # | Quantity | Name | Price |
| F-1 | | Barcelona Chair Red | $362.25 |
| F-2 | | Barcelona Ottoman Red | $183.75 |
| F-3 | | Barcelona Chair White | $362.25 |
| F-4 | | Barcelona Ottoman White | $183.75 |
| F-5 | | Barcelona Chair Black | $362.25 |
| F-6 | | Barcelona Ottoman Black | $160.00 |

| STYLE G | | | |
|---|---|---|---|
| Item # | Quantity | Name | Price |
| G-1 | | Red Swirl Sofa | $514.50 |
| G-2 | | Red Swirl Chair | $330.75 |
| G-3 | | Red Swirl Bench | $241.50 |

| STYLE H | | | |
|---|---|---|---|
| Item # | Quantity | Name | Price |
| H-1 | | Black Sectional Loveseat | $451.50 |
| H-2 | | Black Sectional Sofa | $330.75 |
| H-3 | | White Sectional Loveseat | $451.50 |
| H-4 | | White Sectional Corner | $330.75 |

Florida Association of Public Procurement Officials, Inc.
Palm Beach Convention Center, Exhibit Hall A
Palm Beach, FL
April 14, 2014

**Discount Price Deadline Date**
**MARCH 31ST**
Method of payment must accompany your order

AGS EXPO SERVICES

| Company Name | Tel # | Booth Number |
|---|---|---|
| Billing Address | Email | |
| City / State / Zip | Signature | |

# CUSTOM FURNISHINGS ORDER FORM

| STYLE I | | | |
|---|---|---|---|
| Item # | Quantity | Name | Price |
| I-1 | | White Curve Sofa | $425.00 |
| I-2 | | White Curve Bench | $275.00 |
| I-3 | | White Round Ottoman | $210.00 |
| I-4 | | Black Curve Sofa | $425.00 |
| I-5 | | Black Curve Bench | $275.00 |
| I-6 | | Black Round Ottoman | $210.00 |
| I-7 | | Chrome/Glass Ckt Table | $175.00 |
| I-8 | | Chrome/Glass End Table | $155.00 |
| I-9 | | Wht/Chrome Glove Chair | $245.00 |

| STYLE J | | | |
|---|---|---|---|
| Item # | Quantity | Name | Price |
| J-1 | | Havana Sofa | $514.50 |
| J-2 | | Havana Chair | $330.75 |
| J-3 | | Havana Ckt Table | $204.75 |
| J-4 | | Havana End Table | $320.25 |
| J-5 | | Burgundy Chair | $320.25 |
| J-6 | | Cherry Desk Chair | $173.25 |
| J-7 | | Cherry Writing Desk | $246.75 |
| J-8 | | Brass Lamp | $89.25 |
| J-9 | | Wht/Chrome Glove Chair | $362.25 |
| J-10 | | White Suede Cube | $110.25 |
| J-11 | | Black Leather Cube | $110.25 |

| STYLE K | | | |
|---|---|---|---|
| Item # | Quantity | Name | Price |
| K-1 | | 24" Black Table | $131.25 |
| K-2 | | 30" Black Table | $131.25 |
| K-3 | | 36" Black Table | $147.00 |
| K-4 | | 42" Black Table | $178.50 |
| K-5 | | Black Euro Chair | $120.75 |
| K-6 | | Jet Black Chair | $120.75 |
| K-7 | | 24" Black Café Tall Tbl | $173.25 |
| K-8 | | 30" Black Café Tall Tbl | $173.25 |
| K-9 | | 36" Black Café Tall Tbl | $183.75 |
| K-10 | | Black Bar Stool | $147.00 |
| K-11 | | Jet Black Bar Stool | $173.25 |
| K-12 | | Mocha Stage Chair | $162.75 |
| K-13 | | Black Tub Chair | $241.50 |
| K-14 | | Grey Tub Chair | $241.50 |
| K-15 | | Black Tulip Chair | $173.25 |

| STYLE L | | | |
|---|---|---|---|
| Item # | Quantity | Name | Price |
| L-1 | | 30" Maple Table | $147.00 |
| L-2 | | 36" Maple Table | $162.75 |
| L-3 | | Maple/Chrome Chair | $141.75 |
| L-4 | | 30" Maple Tall Bar Table | $178.50 |
| L-5 | | 36" Maple Tall Bar Table | $183.75 |
| L-6 | | Maple/Chrome Bar Stool | $173.25 |
| L-7 | | 30" Black/Chrome Table | $136.50 |
| L-8 | | 36" Black/Chrome Table | $152.25 |
| L-9 | | Black/Chrome Chair | $141.75 |
| L-10 | | 30" Blk/Chrome Tall Bar Tbl | $178.50 |
| L-11 | | 36" Blk/Chrome Tall Bar Tbl | $183.75 |
| L-12 | | Black/Chrome Bar Stool | $173.25 |
| L-13 | | Blk/Chrome Back Stool | $173.25 |
| L-14 | | Black/Glass Table | $152.25 |
| L-15 | | Chrome/Glass Table | $130.00 |
| L-16 | | Black/Black Chair | $120.75 |
| L-17 | | Chrome/Glass Tall Bar Table | $204.75 |
| L-18 | | White Swivel Bar Stool | $147.00 |
| L-19 | | Black Swivel Bar Stool | $147.00 |
| L-20 | | Chrome Table | $152.25 |
| L-21 | | Chrome Chair | $141.75 |
| L-22 | | Chrome Bar Tall Table | $183.75 |
| L-23 | | Chrome Bar Stool | $173.25 |

| STYLE M | | | |
|---|---|---|---|
| Item # | Quantity | Name | Price |
| M-1 | | Blue/Black Chair | $141.75 |
| M-2 | | Blue/Black Bar Stool | $173.25 |
| M-3 | | Red/Black Chair | $141.75 |
| M-4 | | Red/Black Bar Stool | $173.25 |
| M-5 | | 30" Wht/Chrome Tall Bar | $178.50 |
| M-6 | | White/Chrome Bar Stool | $183.75 |
| M-7 | | White Gelato Table | $225.75 |
| M-8 | | Grey Gelato Table | $225.75 |
| M-9 | | Black Gelato Table | $225.75 |
| M-10 | | Red Scoop Chair | $173.25 |
| M-11 | | Grey Scoop Chair | $173.25 |
| M-12 | | Black Scoop Chair | $173.25 |
| M-13 | | White Scoop Chair | $173.25 |

Florida Association of Public Procurement Officials, Inc.
Palm Beach Convention Center, Exhibit Hall A
Palm Beach, FL
April 14, 2014

**Discount Price Deadline Date**
**MARCH 31ST**
Method of payment must accompany your order

AGS EXPO SERVICES

| Company Name | Tel # | Booth Number |
|---|---|---|
| Billing Address | Email | |
| City / State / Zip | Signature | |

## STYLE N

| Item # | Quantity | Name | Price |
|---|---|---|---|
| N-1 | | 12x12x30 Black | $173.25 |
| N-2 | | 12x12x36 Black | $183.75 |
| N-3 | | 12x12x42 Black | $199.50 |
| N-4 | | 12x12x30 Grey | $173.25 |
| N-5 | | 12x12x36 Grey | $183.75 |
| N-6 | | 12x12x42 Grey | $199.50 |
| N-7 | | 18x18x36 Black | $210.00 |
| N-8 | | 18x18x42 Black | $220.50 |
| N-9 | | 18x18x36 Grey | $210.00 |
| N-10 | | 18x18x42 Grey | $220.50 |
| N-11 | | 24x24x42 Black | $231.00 |
| N-12 | | 24x24x42 Grey | $231.00 |
| N-13 | | 24x24x42 Black w/ Tray | $320.25 |
| N-14 | | 24x24x42 White w/ Tray | $320.25 |

## STYLE O

| Item # | Quantity | Name | Price |
|---|---|---|---|
| O-1 | | Martini Bar | $939.75 |
| O-2 | | Martini Bar (w/ Light Kit) | $1,113.00 |
| O-3 | | Cosmopolitan Bar | $861.00 |
| O-4 | | Cosmo Bar (w/ Light Kit) | $997.50 |
| O-5 | | Reception Counter | $236.25 |
| O-6 | | Black Contour Reception | $388.50 |
| O-7 | | Grey Contour Reception | $388.50 |
| O-8 | | 42"h Computer Table | $225.75 |
| O-9 | | 30"h Computer Table | $204.75 |
| O-10 | | Parson Desk | $225.75 |
| O-11 | | Refrigerator | $204.75 |
| O-12 | | Coat Rack | $115.50 |
| O-13 | | Black Mirror | $147.00 |
| O-14 | | Literature Stand | $126.00 |
| O-15 | | Silver Folding Lit. Stand | $168.00 |
| O-16 | | Black Folding Lit. Stand | $168.00 |
| O-17 | | Floor Lamp - Off White | $89.25 |

## STYLE P

| Item # | Quantity | Name | Price |
|---|---|---|---|
| P-1 | | 6' Maple Conf. Table | $351.75 |
| P-2 | | 8' Maple Conf. Table | $446.25 |
| P-3 | | 6' Mahogany Conf. Tbl | $351.75 |
| P-4 | | 8' Mahogany Conf. Tbl | $446.25 |
| P-5 | | 10' Mahogany Conf. Tbl | $572.25 |
| P-6 | | 6' Honey Oak Conf. Tbl | $351.75 |
| P-7 | | 6' Black Conf. Table | $336.00 |
| P-8 | | 8' Black Conf. Table | $446.25 |
| P-9 | | 10' Black Conf. Table | $572.25 |
| P-10 | | 6' Grey Conf. Table | $336.00 |
| P-11 | | 8' Grey Conf. Table | $420.00 |
| P-12 | | 36x60 Glass Table | $315.00 |
| P-13 | | Frosted Glass Table | $414.75 |
| P-14 | | 42" Honey Table | $241.50 |
| P-15 | | 42" Mahogany Table | $241.50 |

## STYLE Q

| Item # | Quantity | Name | Price |
|---|---|---|---|
| Q-1 | | Leather Executive Chair | $225.75 |
| Q-2 | | Mesh Executive Chair | $225.75 |
| Q-3 | | Wht/Leather Exec Chair | $278.25 |
| Q-4 | | Blk/Leather Exec Chair | $278.25 |
| Q-5 | | Blk Jr. Executive Chair | $189.00 |
| Q-6 | | Grey Jr. Executive Chair | $162.75 |
| Q-7 | | Black Sled Chair | $162.75 |
| Q-8 | | Grey Sled Chair | $162.75 |
| Q-9 | | Blk/Chrome Breuer Chair | $141.75 |
| Q-10 | | Gry/Chrome Breuer Chair | $141.75 |
| Q-11 | | Black Drafting Stool | $173.25 |
| Q-12 | | Grey Drafting Stool | $173.25 |
| Q-13 | | Black Secretarial Chair | $141.75 |
| Q-14 | | Grey Secretarial Chair | $141.75 |

## STYLE R

| Item # | Quantity | Name | Price |
|---|---|---|---|
| R-1 | | Black Etagere | $183.75 |
| R-2 | | Chrome Etagere | $183.75 |
| R-3 | | 48" Grey Bookcase | $147.00 |
| R-4 | | 48" Black Bookcase | $147.00 |
| R-5 | | 72" Grey Bookcase | $173.25 |
| R-6 | | 72" Black Bookcase | $173.25 |
| R-7 | | 2-Dr Grey File Cabinet | $147.00 |
| R-8 | | 2-Dr Black File Cabinet | $147.00 |

CUSTOM FURNISHINGS ORDER FORM

Florida Association of Public Procurement Officials, Inc.
Palm Beach Convention Center, Exhibit Hall A
Palm Beach, FL
April 14, 2014

**Discount Price Deadline Date**
**MARCH 31ST**
Method of payment must accompany your order

| Company Name | Tel # | Booth Number |
|---|---|---|
| Billing Address | Email | |
| City / State / Zip | Signature | |

| | | | |
|---|---|---|---|
| R-9 | | 4-Dr Black File Cabinet | $168.00 |
| R-10 | | 42" Grey Storage Cabinet | $168.00 |
| R-11 | | 42" Black Storage Cabinet | $168.00 |
| R-12 | | 72" Black Storage Cabinet | $194.25 |

**STYLE S**

| Item # | Quantity | Name | Price |
|---|---|---|---|
| S-1 | | Natural/Black Desk | $404.25 |
| S-2 | | Natural/Black Credenza | $362.25 |
| S-3 | | Honey Executive Desk | $404.25 |
| S-4 | | Honey Credenza | $362.25 |
| S-5 | | Mahogany Desk | $404.25 |
| S-6 | | Mahogany Credenza | $362.25 |
| S-7 | | Grey Executive Desk | $404.25 |
| S-8 | | Grey Credenza | $362.25 |

**STYLE T**

| Item # | Quantity | Name | Price |
|---|---|---|---|
| T-1 | | Corner Lounge | $304.50 |
| T-2 | | Center Lounge | $252.00 |
| T-3 | | Cocktail Table | $252.00 |
| T-3C | | Cocktail Table w/ Cushion | $252.00 |
| T-3G | | Cocktail Table w/ Glass | $252.00 |
| T-4 | | End Table | $189.00 |
| T-6 | | Small Backrest Section | $304.50 |
| T-7 | | Large Backrest Section | $304.50 |
| T-8 | | Curve Section | $252.00 |
| T-9 | | End Section | $231.00 |
| T-9C | | End Section w/ Cushion | $231.00 |
| T-9G | | End Section w/ Glass | $231.00 |
| T-11 | | Corner Lounge | $304.50 |
| T-12 | | Center Lounge | $252.00 |
| T-13 | | Right Arm Lounge | $514.50 |
| T-14 | | Left Arm Lounge | $514.50 |
| T-15 | | Lounge Chair | $341.25 |
| T-16 | | Cocktail Table | $252.00 |
| T-17 | | End Table | $189.00 |
| T-18 | | Cabana Lounge | $1,039.50 |
| T-19 | | Cabana Ottoman | $299.25 |
| T-20 | | Cabana / Glass Table | $635.25 |
| T-21 | | Cabana Chair | $178.50 |

**Please Note:**

- There is a 19% service charge added to the total order for delivery and removal of all custom furnishing items.
- Custom furnishing orders must be received with payment on or before the deadline date listed above to be guaranteed.
- Orders received after the discount deadline date will be assessed a 30% late charge or may be cancelled due to time constraints.
- Custom furnishings will be delivered to your booth separately from standard furnishings.

**Cancellation Policy:** All order cancellations must be received prior to the discount deadline date. Orders cancelled at show site will be subject to a 100% cancellation fee.

## Total Order

**Total Costs - Subtotal:** _____

**19% Service Charge:** _____

**Sales Tax (6.00%):** _____

**Total Custom Furnishings Order:** _____

# Booth Labor & Cleaning

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Outbound Shipping Instructions for AGS Supervised Labor . . . . . 74
Forklift Order Form . . . . . 75
Booth Cleaning Order Form . . . . . 76

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Florida Association of Public Procurement Officials, Inc.
Palm Beach Convention Center, Exhibit Hall A
Palm Beach, FL
April 14, 2014

**Discount Price Deadline Date**
**MARCH 31ST**
Method of payment must accompany your order

AGS EXPO SERVICES

| Company Name | Tel # | Booth Number |
|---|---|---|
| Billing Address | Email | |
| City / State / Zip | Signature | |

## Labor Install/Dismantle

| Labor Rates | | Discount | Standard |
|---|---|---|---|
| Straight-Time: | 8:00 AM to 4:30 PM Monday through Friday. | $84.75 | $105.95 |
| Overtime: | Before 8:00 AM and after 4:30 PM Monday through Friday and all day Saturday, Sunday and observed Holidays where applicable | $122.88 | $153.60 |

| Calculate Labor | Date | Time | # of Laborers | Total Hours | Rate per Laborer | Total Cost |
|---|---|---|---|---|---|---|
| Installation | | AM / PM | | | $ | $ |
| Dismantle | | AM / PM | | | $ | $ |
| (Example calculation - 2 Laborers x 2 Hours x Rate/Laborer = Total Cost) | | | | | Total Labor Cost: | $ |

## Supervision of Labor

**Supervision of all labor is required. Please select a supervision plan by checking the boxes.**

Exhibitor Supervision Install ☐ Dismantle ☐

All labor performed under the supervision of exhibitor. Starting time guaranteed only in those instances where labor is requested for the start of the work day (e.g. 8:00 AM). Twenty-four (24) hour notice is required for cancellation of labor services. If such notice is not provided and laborer is not utilized, exhibitor will be charged one hour minimum per laborer ordered. Exhibitor MUST check-in at the AGS Service Center to confirm labor order and check-out labor at the AGS Service Center upon completion of work.

On-Site Representative Name/Company & Cell:_____

AGS Supervision Install ☐ Dismantle ☐

All labor performed under the supervision of AGS. Our fee for installation supervision is 35% or a $50.00 minimum, whichever is greater. Similarly, our fee for dismantle supervision is 35% or a $50.00 minimum, whichever is greater. In order to perform the labor without exhibitor's representative present, AGS MUST have detailed set-up instructions (blueprints/ floorplans, etc.) with this labor order.
Exhibitor must also include outbound shipping instructions with this labor order.
(SEE NEXT PAGE - LABOR ORDER FORM, PAGE 2)

## Total Order

**Total Labor Cost (from Total Labor Cost above) Subtotal: $** _____

**AGS Supervision Fee (per supervision service, 35% or $50.00 min.): $** _____

**Total Booth Labor: $** _____

**Mail or Fax to:** AGS Expo Services • 4561 SW 34th Street • Orlando, FL 32811
**Phone:** 407.292.0025 • **Fax:** 407.292.4414
**Email:** eventservices@ags-expo.com **Web:** www.ags-expo.com

Submit Form

Florida Association of Public Procurement Officials, Inc.
Palm Beach Convention Center, Exhibit Hall A
Palm Beach, FL
April 14, 2014

**Discount Price Deadline Date**
**MARCH 31ST**
Method of payment must accompany your order

| Company Name | Tel # | Booth Number |
|---|---|---|
| Billing Address | Email | |
| City / State / Zip | Signature | |

## Outbound Shipping Instructions for AGS Supervised Labor

Exhibitor Outbound Shipping Instructions: At close of show, exhibitor freight will be shipped to the following address. If your freight is being forwarded to another show, be sure to include the name of the show and your booth number.

Company/Show:_____ Booth #_____

Address:_____

City _____ State _____ Zip:_____

Attention:_____

Select Shipping Method:

☐ Ship via carrier of exhibitor's choice - Exhibitor Appointed Carrier

Name of Carrier_____

☐ Ship via official show freight carrier, **ABF Freight System, Inc.**

- ☐ Ground
- ☐ Air

**Please Note:**

- **This service is provided for Supervised Labor Services ONLY.**
- If an exhibitor is using a carrier of his/her own choice (not using the official show freight carrier), the exhibitor is responsible for arranging for pick-up at the close of the event.

## Outbound Shipping Instructions

**Bill Shipping Charges to *(if different from above):***

Shipper (Print):_____ Phone:_____

Contact Name:_____ Cell:_____

Freight Charges Billed to (Company):_____

Address:_____

City:_____ State:_____ Zip:_____

OUTBOUND SHIPPING INSTRUCTIONS FOR AGS SUPERVISED LABOR

| Company Name | Tel # | Booth Number |
|---|---|---|
| Billing Address | Email | |
| City / State / Zip | Signature | |

# Forklift Order Form

A forklift with operator is required when moving equipment or materials weighing 200 lbs. or more within your booth space. AGS suggests ordering the use of a forklift when setting-up or dismantling displays which require excess heavy lifting of materials or machinery that do not move under their own power. The rates below cover the cost of a forklift with operator.

| Forklift Rates | | Discount | Standard |
|---|---|---|---|
| Straight-Time: | 8:00 AM to 4:30 PM Monday through Friday. | $148.06 | $170.26 |
| Overtime: | Before 8:00 AM and after 4:30 PM Monday through Friday and all day on Saturday, Sunday and observed Holidays where applicable | $222.12 | $255.44 |
| • Each Additional Laborer: Standard labor rates apply for additional laborers added to the order. | | | |

**Forklift Crew**

| | Date | Time | # of Crews | Total Hours | Rate per Crew | Total Cost |
|---|---|---|---|---|---|---|
| Installation | | AM / PM | | | $ | $ |
| Add. Laborers | Qty | AM / PM | | | $ | $ |
| Dismantle | | AM / PM | | | $ | $ |
| Add. Laborers | Qty | AM / PM | | | $ | $ |
| | | | | | **Total Labor Cost: $** | $ |

**Describe Work to Be Performed:**

## Forklift Information & Policies

Minimum charge for forklift is 1 hour per crew and includes:

- Getting tools and reporting to the booth.
- For the exhibitor's representative to return the crew to the service center upon completion of the work, check and approve the work order by signing it.

Gratuities in the form of labor hours for work not actually performed are strictly prohibited and will not be honored by AGS Expo Services.

Larger forklift/crane service available by advance request.

It is not necessary to order labor to unload equipment from a truck. Unloading equipment from a truck is charged as Material Handling. All rates subject to change.

Crew size is based on local Union jurisdiction and rules.

## Order Confirmation

So that labor and equipment do not stand idle at your expense (due to uncertainties of truck arrivals), your order will be considered only a reservation and must be confirmed by a signed work order at the service center prior to the date and time specified by your order. We cannot guarantee the availability of crews at specific times without confirmation. Please confirm dismantling labor at the service center and allow time for return of empty crates and containers.

**NOTE:** If an exhibitor fails to request their labor at the reserved time, a 1 hour "No Show" charge per forklift and crew will be assessed. We understand that your calculation is only an estimate. Adjustments will be made accordingly and invoicing will be done based on actual hours worked.

Order subject to LIMITS OF LIABILITY AND RESPONSIBILITY as set forth in this manual.

Florida Association of Public Procurement Officials, Inc.
Palm Beach Convention Center, Exhibit Hall A
Palm Beach, FL
April 14, 2014

**Discount Price Deadline Date**
**MARCH 31ST**
Method of payment must accompany your order

| Company Name | Tel # | Booth Number |
|---|---|---|
| Billing Address | Email | |
| City / State / Zip | Signature | |

# Booth Cleaning Order Form

The form below offers a variety of services including vacuuming, trash removal and other cleaning services that will give your booth the clean look you desire. If your booth requires a cleaning service that is not listed, please contact us and we will be more than happy to assist in organizing the services you require.

**Please Indicate Booth Area**

BOOTH SIZE - _____ X _____ = _____ (sq. ft. round up to the nearest 100 sq. ft.)

- Cost of vacuuming and other area related services will be invoiced based on **100 sq. ft. minimum** and/or total square footage rounded to the nearest 100 sq. ft.

**Vacuuming Service** *(Includes trash removal at the end of each event day)*

This service includes vacuuming of carpet and exhibit space.

☐ Vacuuming Before Event ..... $0.42/sq. ft.*
*Please calculate for one (1) event day.*

**Periodic Porter Service**

This service includes periodic trash removal during exhibit hours to keep your booth fresh.

This service only takes place during show hours and does not include vacuuming services.

☐ Periodic Porter Service ..... $160.00/day**

(Please indicate days)_____, _____, _____

☐ **Complete Porter Service** *(Call to arrange service)*

This service includes the removal of trash, cleaning of surfaces, ice removal and other similar labor services. ***Quoted as needed.****

- **Straight-Time:** ....$78.95/hr ... 8:00 AM - 4:30 PM, Monday through Friday.
- **Overtime:** .....$118.45/hr . 4:30 PM - 8:00 AM, Monday through Friday and all day Saturday.
- **Sunday/Holidays:** . $157.80/hr . all day Sunday and observed Holidays, where applicable.

****One (1) Hour Minimum for all service calls.*

**Other Cleaning Services**

☐ Shampooing of Carpet ..... $0.75/sq. ft.

☐ Mopping and Waxing..... $0.75/sq. ft.

- Shampooing and Mopping available before show opens *ONLY*.

☐ Anti-Static Carpet Treatment.... $0.45/sq. ft.

## Total Order

Total Sq. Ft. _____ **X**

| | |
|---|---|
| **Vacuuming:** | $0.42/sq. ft. x_____ Days = $_____ |
| **Shampooing/Mopping:** | $0.75/sq. ft. x_____ Days = $_____ |
| **Anti-Static Treatment:** | $0.45/sq. ft. x_____ Days = $_____ |
| **Porter Service:** | $160.00/day x_____ Days = $_____ |
| | **Tax (6.00%): $**_____ |
| | **Total Booth Cleaning Order: $**_____ |

# Shipping & Material Handling

## Information and Order Forms


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# Material Handling Information & Rates

The following information has been compiled by AGS for use by exhibitors and all third-party contractors to inform you of rates and rules regarding proper shipping and handling to and from your event. If you require more information regarding specific services or have issues regarding material handling at your event, please call our Event Services Department or contact us via email at eventservices@ags-expo.com

## SHIPPING INFORMATION

### Shipment Pick-ups & Deliveries

Drivers will be required to record their shipments at the Exhibit Site Check-In Area and then they will be directed to the proper freight door for loading and unloading. This includes access to any POV ramps.

### Material Handling Order Form

Please make sure to submit your Material Handling Order Form to AGS. This will ensure the proper handling of exhibit materials.

All shipments delivered to either the exhibit site or the advanced warehouse require a delivery slip showing the number of pieces, weight and type of merchandise. Surcharges apply to all shipments that arrive without proper piece-count and/ or weight ticket information. This includes bulk consignment carriers such as FedEx and UPS Package.

### Basic Tips for Shipping

- Securely pack all items for shipping and remove old shipping labels.
- Fill out and apply shipping labels with appropriate address, company name, booth number and consign all shipments c/o AGS Expo Services.
- Send your Material Handling Order Form to AGS to ensure their arrival.
- Check with AGS as to the receipt of your shipped packages.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces and weight.
- Certified weight tickets must accompany all shipments.
- Do not ship loose items to the advanced warehouse. All materials should be packaged appropriately.

Drivers will be required to submit a CERTIFIED WEIGHT TICKET when recording their shipment at the Exhibit Site Check-In Area. AGS Expo Services reserves the right to refuse such shipments until a certified weight ticket is presented.

***NOTE***: Shipments received without receipts, freight bills or specified unit counts on receipts or freight bills (e.g. one lot, 800 cu. ft., etc.) from carriers such as FedEx or UPS Package, will be delivered to the exhibitor's booth without guarantee of piece-count or condition. No liability will be assumed by AGS Expo Services for such shipments. In the event no weight is indicated on the documents presented, AGS Expo Services shall estimate the weight and charges will be based on the estimate. These charges will not be subject to adjustment.

Please ensure that copies of all shipping information are sent to the person or company in charge of installing your display. This will assist in locating any packages that are missing or fail to arrive.

### Insurance

Be sure your materials are insured from the time they leave your company until they are returned after the event. It is suggested that exhibitors arrange all-risk coverage. This can usually be done by adding riders to existing policies. Each event is different. As a result, certain facilities provide different levels of security for exhibitors and their materials. In most cases, security is arranged by the association or event management but is not always available during certain times of the event. Please take every precaution to secure items in your booth. During move-out, never leave packed materials in your booth unsupervised. AGS always requires exhibitor supervision of outbound packages to ensure their safe transfer.

# Material Handling Information & Rates

## Shipping Labels

All packages must be clearly labeled with the appropriate address, booth number and consignment information. Please remember to remove all old labels from your shipping containers as this will ensure that there is no confusion over booth number, addresses or other erroneous information not related to this specific event.

## Crates & Material Packaging

Ensure that your containers are properly maintained or replaced to prevent the damage of any internal items during shipping and handling. Please understand that all containers associated with shipping are considered protection and are therefore not covered if damaged during shipping and handling. These containers are designed to take external forces in order to protect their internal contents.

# Rate Classification

## Advance Shipments to Warehouse - Services & Rates

Advance shipments will be accepted at the AGS Expo Services advance warehouse and allowed up to 30 days storage if delivered by the deadline date provided in this Service Manual. These shipments should be consigned AGS Expo Services c/o ABF Freight System, Inc. and labeled with the appropriate event and booth number.

This service includes material unloading at the warehouse, storage up to 30 days, delivery to the exhibit site, unloading and delivery to the exhibitor's booth, storage of empty containers during the event, pick-up at the close of the show, handling to the loading area and reloading on outbound truck(s). The ROUND TRIP RATE of **$88.50** with a **200 lb. minimum** applies for each 100 lbs. or fraction thereof per shipment.

## Overtime Charges on Advance Shipments

An overtime surcharge for shipments unloaded at the warehouse after 4:30 pm on weekdays, anytime on Saturday/Sunday/Holidays will be applied based on the Advance Shipment Rate, for each 100 lbs. or fraction thereof per shipment. Additionally, when warehouse freight must be moved into the exhibit site on overtime due to scheduling conflicts beyond the control of AGS Expo Services, overtime charges will be applied. This charge will be invoiced in addition to those rates on all shipments subject to overtime charges. The surcharge applicable to overtime shipments is **$26.55** with a **200 lb. minimum.**

## Off-Target Charges on Advance & Direct Shipments

Shipments unloaded after the Advance Receiving Deadline Date or prior to Direct Receiving for exhibitor move-in will be subject a 30% off-target service charge based on the Advance or Direct Shipment Rate (which ever applies), for each 100 lbs. or fraction thereof per shipment, unless the shipment was handled by the official carrier. Charges for off-target delivery methods may also apply. Such off-target shipments cannot be guaranteed advance delivery to the show site.

## Direct Shipments to Exhibit Site - Services & Rates

Shipments for direct delivery to the exhibit site should be scheduled to arrive by the date and times set forth in the Shipping Information section of this Exhibitor Service Manual. These shipments should be consigned to AGS Expo Services c/o Palm Beach Convention Center, Exhibit Hall A and labeled with appropriate show name and booth number.

Materials will be unloaded from exhibitor's trucks or trucks of other carriers at the exhibit site; delivered to the exhibitor's booth; storage of empty containers during the event; picked-up at the close of the event; moved to the loading area; and reloaded on trucks. The ROUND TRIP RATE of **$86.50** with a **200 lb. minimum** applies for each 100 lbs. or fraction there of per shipment.

# Material Handling Information & Rates

## Overtime Surcharges at Exhibit Site

Overtime charges on inbound shipments will be in effect if:

- a vehicle checks-in at the Exhibit Site Check-In Area after 4:30 PM on weekdays or anytime on Saturday/Sunday/Holidays.

Overtime charges on outbound shipments will be in effect if:

1. Your shipment is loaded after 4:30 PM on the day the exhibit closes.
2. Your carrier checks-in at the Exhibit Site Check-In Area after 4:30 PM on weekdays or anytime on Saturday/Sunday/Holidays.
3. Additionally, when freight must be moved out of the exhibit site on overtime due to scheduling conflict beyond the control of AGS Expo Services, overtime charges will be applied. An overtime surcharge based on the exhibit site rates for each 100 lbs. or fraction thereof per shipment will be invoiced in addition to those rates on all shipments.

Overtime charges at the exhibit site subject to overtime rates:

- for each 100 lbs. or fraction thereof per shipment, the rate is **$25.95** with a **200 lb. minimum.**

## Special Handling - Shipments or Equipment Requiring Special Handling

This classification applies to but is not limited to moving van shipments or shipments by any trucks which because of their truck bed height cannot be unloaded at the docks and/or the shipment is packed in such a manner as to require special handling (i.e. loose display parts, uncrated equipment, etc.) regardless of the kind of carrier or vehicle used and/or the description of the shipment is such that the type of materials or equipment cannot be determined (e.g. 1 lot; many assorted pieces, etc.). This also includes shipments delivered by carriers such as FedEx, UPS Package and other parcel style carriers with bulk consignment.

Materials will be unloaded from moving vans, exhibitor's truck or trucks of other carriers at the exhibit site; delivered to the exhibitor's booth; stored as empty containers during the event; picked-up at the close of event; moved to the loading area; and reloaded on trucks.

The rate of **$129.75** with a **200 lb. minimum** applies for each 100 lbs. or fraction thereof per shipment.

***NOTE:*** In the event crated materials are combined in a shipment with materials packed in such a manner as to require special handling (see above), AGS Expo Services will invoice such shipments at the rates applicable to the classification of the materials, PROVIDED the Bill of Lading clearly identifies the weight of the crated materials and the weight of the other materials. If the Bill of Lading does NOT identify the weights of the various classifications, the entire shipment will be invoiced at the Special Handling Rate and will not be subject to adjustment.

## Small Package Rates

Small Package Rates ONLY apply to direct deliveries to the exhibit site and should be scheduled to arrive on the dates and times set forth in the Shipping Information section of this Exhibitor Service Manual. These shipments should be consigned to AGS Expo Services c/o Palm Beach Convention Center, Exhibit Hall A and labeled with appropriate show name, company name and booth number. Such items considered small packages are cartons, envelopes and other non-crated items that have a maximum weight of 30 lbs. per shipment, per delivery, per day, by the same carrier. This includes FedEx and UPS Package shipments. Materials will be unloaded from the dock or trucks, at the exhibit site and delivered to the exhibitor's booth.

This INBOUND ONLY RATE applies to small packages with a total shipment weight of 30 lbs. or a fraction thereof where

# Material Handling Information & Rates

## Small Package Rates (Cont.)

the first piece is $45.00 and each subsequent piece is $15.00. If the total weight of the shipment exceeds 30 lbs, the shipment will be subject to standard Material Handling service fees, or that which applies, depending upon time of arrival and other policies surrounding its receipt (i.e. special handling). A 15% surcharge may be applied on all items delivered without documentation or by carriers such as FedEx, UPS Package and other parcel style carriers with bulk consignment.

## Machinery Handling & Rates

This is a third-tier classification of items that includes machines and other such equipment constituting bulk, single piece machinery. These items are either skidded, on wheels or require the use of special material handling equipment. These items can ONLY be received direct to the exhibit site and should be scheduled for delivery through AGS Expo Services to ensure that the proper unloading equipment will be present. If the Bill of Lading does NOT identify the weights of the various classifications (i.e. machinery, display, etc.), the entire shipment will be invoiced at the 'Direct to Show Site' rate and will not be subject to adjustment.

Machinery will be unloaded from moving vans, exhibitor's trucks or trucks of other carriers at the exhibit site; delivered to the exhibitor's booth; stored as empty containers during the event; picked-up at the close of show; moved to the loading area; and reloaded on trucks.

Please see the Machinery Rate section of this Exhibitor Service Manual for the appropriate charges and weight classifications.

## Premium Return Services

AGS offers Premium Return Service for material handling storage at this event. This service includes all classifications of material handling storage listed in this Material Handling Information & Rates section. This service will provide priority return of stored materials at the close of the event. All materials labeled for Premium Return Service will be guaranteed first return. This service has limited availability and is based on storage capacity of the event venue. This is not an alternative to material handling. Material handling services must be established prior to ordering this service. The base fee for this premium service to return empty storage containers at the close of show is $125.00 for the first three containers. An additional surcharge applies per container thereafter, as specified on the Premium Return Service Order Form.

## Outgoing Shipments

To assist you in setting-up your outgoing shipments, AGS Expo Services will have a shipping desk located at the AGS Service Center where labels, Bills of Lading and shipping information will be available.

## Forced Freight Policy

At the close of the show, if carriers fail to pick-up or refuse to accept shipments, or no disposition is provided by the exhibitor, AGS Expo Services reserves the right to either re-route such shipments or materials via the Official Show Carrier, or dray back to the warehouse and await instructions from the exhibitor. If the shipment is drayed back to the warehouse, a Service Fee of $300.00 or $0.30/lb (whichever is greater) will be assessed by AGS in addition to any fees applied by the Official Show Carrier for transportation and/or storage. AGS is not responsible for the assignment of fees or charges made by the carrier in association with freight re-routes or dray backs. No liability will be assumed as a result of such re-routing or handling.

## Reducing Material Handling Costs

To reduce material handling costs related to labor, we recommend sending your goods all together in one shipment. For each 100 lbs. or fraction thereof per shipment, AGS sets a graduated flat rate with a 200 lb. minimum. It is important to carefully read the Material Handling section of this Exhibitor Service Manual. This section also outlines the overtime and forced freight policies.

### TIPS FOR SENDING TO:

### THE ADVANCE WAREHOUSE

- When using the advance warehouse, all shipments must arrive by the predetermined date and times. This information can be found on the Material Handling Order Form, or in the Show Information section of this Exhibitor Service Manual.
- The advance shipment deadline date is always one week prior to the first day of exhibitor move-in.
- Avoid sending shipments after the advance warehouse deadline date. Though packages will be accepted, your account will be charged an off-target fee and a separate delivery charge may be incurred.
- Avoid sending small packages to the advanced warehouse. Each separate shipment is charged a 200 lb. minimum at the Advanced Material Handling Rate regardless of size or weight. Observing this can cut your costs drastically.

### THE SHOW SITE

- When sending shipments direct to show site, ensure that each package has its packing slip or shipping bill indicating the number of pieces and weight. To ensure the accuracy of material handling charges, AGS may weigh shipments as they arrive and compare the results to the Bill of Lading. A weight ticket will be attached to the receiving paperwork for any shipments that are adjusted. On-site weighing may be accepted as actual weight or shipments may be refused without a certified weight ticket. In such cases where on-site weighing is necessary, you may be assessed a fee for this service.
- Items that arrive before the scheduled move-in times or during the show will be assessed an off-target fee or may fail to be accepted.
- Many times shipments arrive piecemeal and require sorting. To avoid sorting fees related to bulk consignment carriers, try to send shipments together and avoid package carriers such as FedEx and UPS Package.

**Here are some common mistakes that can result in higher material handling charges:**

- Multiple small shipments arriving separately - There is a 200 pound minimum per shipment over 30 lbs. (On-site only)
- Missing your target date - If there is no way to avoid missing your target date, contact AGS.
- No certified weight ticket accompanying your shipments.

### EXAMPLE OF SAVINGS

Received - ***Multiple Shipments***

| | | |
|---|---|---|
| 51 lbs. | charged @ $88.50per cwt. 200 lbs. min. = $177.00 | |
| 43 lbs. | charged @ $88.50 per cwt. 200 lbs. min. = $177.00 | |
| 64 lbs. | charged @ $88.50 per cwt. 200 lbs. min. = $177.00 | **TOTAL =$531.00** |

**$531.00**Received - ***Single Shipment***

| | | |
|---|---|---|
| (3 pcs) 158 lbs. | charged @ $88.50 per cwt. 200 lbs. min. = $177.00 | **TOTAL =$177.00** |

**SAVE $354.00**

# Forced Freight Policy

AGS wants to ensure that your materials reach their intended destination. Therefore, any unconsigned shipments left in the exhibit hall after dismantling hours will be shipped via the official show carrier at the expense of the exhibitor. Please read the important information below to help avoid having your freight forced.

**Driver Check-in:** Monday, April 14th by 8:00 PM

**Forced Freight Time:** Monday, April 14th at 8:01 PM

## What is Forced Freight?

A "force" occurs when a carrier does not check-in or show-up at the dock for the consigned freight. We want to make sure each exhibitor gets their first choice of a carrier and therefore no freight is forced until we must move it to complete the contracted move-out agreement between show management, the convention center and AGS Expo Services.

## Bill of Lading

Each exhibitor is responsible for turning in an AGS Bill of Lading to the AGS Service Center after dismantling is finished and all boxes/crates/materials are packed and labeled. The Bill of Lading is the official "permission" by the exhibitor to allow the removal of freight from the booth to the carrier of choice (personal vehicle, truck, van line, air freight, etc.).

## Official Show Carrier

The official show carrier is on-site as a convenience to exhibitors and to service show management and is by no means the only choice available. Exhibitors are welcome to use either the official carrier or an Exhibitor Appointed Carrier. Rates may be negotiated in advance by calling the official show carrier.

## Other Carriers

If freight is consigned to a service carrier other than the official show carrier, that carrier must check-in with the loading dock by the time specified above. Show management, AGS Expo Services and the official show carrier cannot be responsible for checking with all designated carriers. If you have chosen a carrier other than the official show carrier, we require that someone from your company remain with the shipment until it is picked-up. Many times, a reminder phone call to your carrier will ensure the official time window is adhered to and your freight is picked up successfully.

## Forced Freight Contact

In the event that your freight is forced by AGS, please contact our Event Services Department during regular business hours Monday through Friday from 8:00 am – 5:00 pm at 407.292.0025 to obtain tracking and destination information.

Florida Association of Public Procurement Officials, Inc.
Palm Beach Convention Center,
Exhibit Hall A
Palm Beach, FL
April 14, 2014

**Discount Price Deadline Date**
**MARCH 31ST**
Method of payment must accompany your order

AGS EXPO SERVICES

## Shipping Addresses

Below are the advance warehouse and direct shipping addresses for your event. Please label each package/container as indicated here followed by the appropriate address for advance or direct shipments.

Name of Exhibiting Company

Florida Association of Public Procurement Officials, Inc.

Booth #:_____

PLACE APPROPRIATE ADDRESS HERE

FROM OPTIONS BELOW

### Advance Shipments to Warehouse

AGS Expo Services
c/o ABF Freight System, Inc.
7506 Byron Dr
Riviera Beach, FL 33404

Delivery Window

- Deliveries only accepted between 3/17/14 - 4/7/14
- Receiving Dock Open - 8:00 am - 4:30 pm Monday through Friday
- Shipments received after the advance receiving deadline will be assessed an off-target fee and cannot be guaranteed for advanced delivery to show site. Separate fees may apply for delivery of off-target freight.

### Direct Shipments to Exhibit Site

AGS Expo Services
c/o Palm Beach Convention Center,
Exhibit Hall A
650 Okeechobee Boulevard
West Palm Beach, FL 33401

Delivery Window

- Sunday, April 13, 2014 - 1:00 PM - 5:00 PM
- All booths must be set by 5:00 PM on Sunday, April 13, 2014. Please Note:

- Delivery restrictions apply to all methods of receiving. Please make sure that your packages are being sent to the appropriate address during the scheduled arrival windows. If you feel your packages will miss the posted arrival dates and time, please contact our Event Services Department immediately to ensure their proper receipt.

- Mislabeled packages have the potential of being refused at show site. Please remember to include ***AGS Expo Services c/o Palm Beach Convention Center, Exhibit Hall A or ABF Freight System, Inc.*** on all packages sent to either the advance warehouse or direct shipments to exhibit site AND remove all old labels from packaging.

Florida Association of Public Procurement Officials, Inc.
Palm Beach Convention Center, Exhibit Hall A
Palm Beach, FL
April 14, 2014

**Discount Price Deadline Date**
**MARCH 31ST**
Method of payment must accompany your order

AGS EXPO SERVICES

| Company Name | Tel # | Booth Number |
|---|---|---|
| Billing Address | Email | |
| City / State / Zip | Signature | |

# Material Handling Order Form

Please use this form to indicate how much incoming freight AGS can expect from your company. We understand that your calculation is only an estimate and adjustments will be made according to the actual weight listed on the inbound Bills of Lading. If you have any questions about material handling, please refer to the forms in this Exhibitor Service Manual titled *"Shipping Instructions and Material Handling."*

## MATERIAL HANDLING RATES (DEADLINE DATES)

***Advanced Warehouse*** - (3/17/14 - 4/7/14)
- $88.50 per 100 lbs, 200 lbs min.

***Direct to Show Site*** - (4/14/14)
- $86.50 per 100 lbs, 200 lbs min.

***Special Handling at Show Site*** - (4/14/14)
- $129.75 per 100 lbs, 200 lbs min.

***Small Packages*** - <30 lbs - (Show Site Only)
- $45.00 1st Carton, $15.00 each add., per day

***Please note:***
- When recording weight, round-up to the next 100 lbs. Example: 235 lbs. = 300 lbs., 3 x Material Handling Rate per 100 lbs.
- **Material Handling prices include the relevant over time fees**

## Advance Shipments to Warehouse

We will ship.... _____ lbs. @ $88.50 per 100 lbs. (200 lbs. min, $177.00 Minimum)

Total Weight _____lbs. x $_____ rate per 100 lbs.= $_____

- *Materials received after the cut-off date will be assessed an off-target charge and cannot be guaranteed advance delivery.*

## Direct Shipments to Show Site

We will ship.... _____ lbs. @ $86.50 per 100 lbs. (200 lbs. min, $173.00 Minimum)

Total Weight _____lbs. x $_____ rate per 100 lbs.= $_____

- *Materials received prior to move-in date/time will be assessed an off-target charge, or may be refused by the facility.*

## Special Handling at Show Site

Special handling applies to items such as machinery or equipment, specially packaged or otherwise, requiring the use of a specialized forklift or excess labor to organize such items and move them from the dock.

We will ship.... _____ lbs. @ $129.75 per 100 lbs. (200 lbs. min, $259.50 Minimum)

Total Weight _____lbs. x $_____ rate per 100 lbs.= $_____

## Small Packages

We will ship.... _____ Packages @ $45.00 for the first package and $15.00 for each additional package contained in the same shipment

Total Number of Packages _____ x $40.00 / $10.00 = $_____

## Total Order

Total Material Handling Cost: $_____

Florida Association of Public Procurement Officials, Inc.
Palm Beach Convention Center, Exhibit Hall A
Palm Beach, FL
April 14, 2014

**Discount Price Deadline Date**
**MARCH 31ST**
Method of payment must accompany your order

AGS EXPO SERVICES

| Company Name | Tel # | Booth Number |
|---|---|---|
| Billing Address | Email | |
| City / State / Zip | Signature | |

## Inbound Shipping Information

Please use this form to indicate information related to your shipments. This will allow us to assist you at show site with regard to inbound shipments. If you have multiple shipments, please attach additional versions of this form for each inbound shipment.

**Shipments to Warehouse**

Shipper Name: _____

Origin (City/State): _____

Method of Shipment: ☐ Common Carrier ☐ Van Line ☐ Company Vehicle ☐ Air Carrier

Freight Description: _____

Shipping Date: _____ # of Pieces: _____ Total Weight: _____

Carrier Name: _____

Pro Number: _____

Comments or Special Handling Requirements: *(Please indicate the use of special equipment for unloading)*

_____

_____

_____

_____

**Shipments Direct to Show Site** *(Shipments must arrive during scheduled move-in hours ONLY)*

Shipper Name: _____

Origin (City/State): _____

Method of Shipment: ☐ Common Carrier ☐ Van Line ☐ Company Vehicle ☐ Air Carrier

Freight Description: _____

Shipping Date: _____ # of Pieces: _____ Total Weight: _____

Carrier Name: _____

Pro Number: _____

Comments or Special Handling Requirements: *(Please indicate the use of special equipment for unloading)*

_____

_____

_____

INBOUND SHIPPING INFORMATION FORM

| Company Name | Tel # | Booth Number |
|---|---|---|
| Billing Address | Email | |
| City / State / Zip | Signature | |



AGS knows that move-out can be a critical time for your team and the quick return of crates and materials is an important factor. With Premium Return Service you will get your crates and boxes back as a priority**, getting you started on dismantle earlier and helping you avoid long move outs.

## QUICK RETURN OF CRATES!

As a white glove AGS service, our team will make every effort to deliver your Premium Return Labels to your booth. However, the exhibitor is ultimately responsible for ensuring that their exhibit materials are properly labeled for show site storage

## AVOID LONG DISMANTLES

## PREMIUM RETURN SERVICE: $125.00

☐ Yes, we would like ***Premium Return Service***

**We are storing:** # of Pieces _____ ☐ Crates ☐ Boxes ☐ Fiber Containers ☐ Anvil Case ☐ Other

### Service Includes

- The storage of up to three (3) pieces; additional pieces $40.00 per item up to a maximum total piece count of seven (7).
- Priority return of stored materials.

Subtotal: $ _____

(add additional pieces): $ _____

Total Order: $ _____

### Please Note:

- This is a limited service and we ask that you make your Premium Return Service reservations in advance.
- This is not an alternative to Material Handling. Material Handling services must be established prior to ordering this service.
- All Premium Return Service labeled materials will be returned first. The estimated window of time only certifies priority delivery not an exact time of return.*
- This service must be established prior to the removal of materials from the floor. Labeling is the responsibility of the exhibitor.
- Taxes added where applicable.

**Stored materials will be returned after aisle carpet has been removed.*

*** Crates and oversized containers may take longer than cartons and fibers due to their size and ease of movement. Stored materials may not be returned as a set where container types vary*

Florida Association of Public Procurement Officials, Inc.
Palm Beach Convention Center, Exhibit Hall A
Palm Beach, FL
April 14, 2014

**Discount Price Deadline Date**
**MARCH 31ST**
Method of payment must accompany your order

| Company Name | Tel # | Booth Number |
|---|---|---|
| Billing Address | Email | |
| City / State / Zip | Signature | |

# Cartload Service Order Form

AGS will be offering a cartload service for your event. We will provide equipment and personnel during move-in and move-out to assist you. The maximum capacity for this cartload service is 199 lbs. Limit two cartloads per exhibitor during move-in and two cartloads per exhibitor during move-out. Please see details of service and order form below.

Cartload Rate

$70.00 per cartload trip - 4/13/14 - 4/14/14

## Availability of Service

The cartload service begins on **Sunday, April 13, 2014** and will be available to exhibitors during scheduled move-in hours only. Move-out will begin on **Monday, April 14, 2014** and be available to exhibitors during scheduled move-out hours only. Please refer to the Show Information section of this Service Manual for scheduled move-in and move-out times.

## Scheduling Cartload Services

Exhibitors who elect to pre-order this service will be given priority access to the loading dock and labor for move-in and move-out. To schedule a cartload service at show site, please visit the AGS Service Center at your event. On-site requests will be provided on a first-come, first-served basis. Exhibitors who have pre-ordered cartload service are asked to check-in at the loading dock.

## Limits of Services

This service is only applicable for Privately Owned Vehicles (POVs) or any vehicle that is primarily designated to transport passengers, not cargo or freight. Included in this category are: pickup trucks, passenger vans, taxis and limousines. The maximum carry weight for the cartload service is 199 lbs. Anything greater than 199 lbs. will be assessed appropriate material handling charges. Cartload service does not include the storage of empty containers.

## Rates

This service includes the loading/unloading of materials to/from POVs ONLY, delivery and unloading to a single location at the exhibit site or handling to the loading area and reloading on outbound POVs.

The ONE WAY RATE for each cartload weighing 199 lbs. or fraction thereof is $70.00.

- PLEASE COMPLETE THE FORM BELOW AND SUBMIT WITH YOUR METHOD OF PAYMENT -

| Date | Time | # of Cartloads | Cartload Rate | Estimated Cost |
|---|---|---|---|---|
| ***Example*** mm-dd-yy | 3:00 PM | 1 | $70.00 | $70.00 |
| | | | | |
| | | | | |
| | | | | |
| | | | Total Cartload Service Order: | **$** |

## Terms & Conditions of Contract - Material Handling Services

By acceptance of Goods and/or Services provided by AGS Exposition Services, Inc. and/or its carriers, contractors, and agents of each, Customer and any other party with an interest in, or who is benefitted by the Goods and/or Services covered by this Agreement agree to these Terms and Conditions of Contract.

AGS TERMS AND CONDITIONS ARE SUBJECT TO MODIFICATION OR CHANGE AT AGS' SOLE DISCRETION UPON ADVANCE NOTICE TO ANY PARTIES

**1. Scope/Binding Effect:**

These Terms and Conditions shall be binding upon AGS, Customer, and their respective agents, representatives, Shipper and Consignee, including but not limited to Customer contracted labor such as installation and dismantle companies and personnel, and any other party with an interest in, or who is benefitted by the Goods and/or Services covered by this Agreement. Each shall have the benefit of and be bound by all provisions stated herein, including but not limited to time limitations and limitations of liability. It shall be the Customer's sole obligation to ensure that any such parties described above have received a copy of this Agreement and have consented to these Terms and Conditions.

**2. Definitions:**

"AGS" refers to AGS Exposition Services, Inc., a Florida Corporation, its agents and employees.

"Carrier" shall refer to motor carriers, van lines, air carriers, and/or air or surface freight forwarders.

"Cold Storage" refers to the holding of Goods in a climate controlled area whether or not said Goods are deemed "perishable".

"Consignee" refers to a party to whom goods are shipped.

"Customer" shall refer to any exhibitor, event participant, or other party requesting from Goods or Services from AGS.

"Goods" refers to exhibits, property, materials, electronic equipment, displays, and commodities of any type for which AGS is requested to provide or otherwise perform Services in relation thereto, such as shipping, drayage, assembly or disassembly in relation thereto.

"HAZMAT" refers to those articles, commodities and/or Goods defined as hazardous in 49 CFR Parts 171-177, as amended from time to time.

"ICCTA" refers to Part B 49 U.S.C. Sections 13101 – 14914, of the ICC Termination Act of 1995, as amended from time to time.

"Services" as referenced herein shall include, but is not limited to: warehousing, storage, transportation, drayage, electrical, rigging, material handling, design, graphics, carpentry, installation and dismantle, logistics and/or all other services provided by AGS and/or its carriers, contractors, and agents of each.

"Shipper" shall refer to any party who tenders Goods to Carrier for transportation.

**3. Customer Obligations:**

**a. Payment for Services.** Customer, Shipper, and Consignee shall be jointly liable for all unpaid charges for services performed by AGS and/or its carriers, contractors, and agents of each. Customer authorizes AGS to charge its credit card directly for Goods and/or Services rendered on Customer's behalf at any time, to include after Customer departure from the event, upon placing its order with AGS on-line, via fax, phone or through a work order on site.

**b. Credit Terms.** All charges are due before Goods are delivered or Services are performed unless other arrangements have been made in advance with AGS. AGS has the right to require prepayment or other written guarantee of the charges at the time of request for Goods and/or Services. A failure to pay timely will result in Customer having to pay in cash in advance for future Goods and/or Services. AGS retains its right to hold Customers' Goods for non-payment and to charge storage and handling fees associated therewith. If a credit card is provided to AGS, AGS is authorized to bill to such credit card at any time for any unpaid charges for Goods and/or Services provided to Customer, including charges for return shipping. Any charges not paid within 30 days of delivery will be subject to interest at 1 ½ % per month until paid.

**c. HAZMAT Compliance.** Customer is obligated to disclose to AGS and Carrier if Customer's packages contain items that are considered HAZMAT. Customer has the obligation to comply with all applicable laws associated with any HAZMAT materials and ensure that each package is properly and

## Terms & Conditions of Contract - Material Handling Services

completely described, is properly marked and addressed, and is packaged adequately to protect the contents during transportation. Customer must provide all documentation for HAZMAT shipping as required by the Department of Transportation. Customer hereby agrees to provide AGS and Carrier with accurate information in order to allow for all proper disclosures to be made on Customer's shipment. Customer is also responsible for all placarding associated with HAZMAT materials.

**4. ICCTA Waiver; Mutual Indemnification:**

**a. ICCTA Waiver.** Customer and AGS expressly and mutually waive, to the extent permissible under law, any and all rights and remedies each may have under ICCTA, as amended from time to time, to the extent those provisions conflict with these Terms and Conditions.

**b. Customer Indemnification.** Customer shall defend, hold harmless and indemnify AGS and its carriers, contractors, and agents of each, from and against any and all claims, lawsuits, demands, liability, costs and expenses, including reasonable attorneys', expert, and consulting fees, and court costs, arising from or relating to any injury to or death of persons, or damage to property other than Goods, arising from or relating to AGS' (and/or its carriers, contractors, and agents of each), performance of Services herein. Customer further agrees to indemnify and hold AGS and its carriers, contractors, and agents of each, harmless for any and all actions or inactions of Customer, its agents, contractors, customers and invitees, and their contractors, representatives and agents, including but not limited to Customer's installation and dismantle companies and personnel, any subtenant, licensee, invitee, or other user of its space or any agents or employees engaged in business on behalf of Customer or present at Customer's invitation, including supervision of labor secured through AGS. Customer's obligations under this provision shall not apply to AGS' own gross negligence and/or willful misconduct. **CUSTOMER ACKNOWLEDGES THAT THE EVENT SITE IS AN ACTIVE WORK ZONE AND CUSTOMER, ITS AGENTS, EMPLOYEES, CONTRACTORS, LICENSEES, INVITEES, CUSTOMERS, SUB-TENANTS, AND THEIR RESPECTIVE AGENTS AND REPRESENTATIVES ARE PRESENT AT THEIR OWN RISK AND ASSUME ALL RISKS ASSOCIATED THEREWITH BY VIRTUE OF THEIR PRESENCE.**

**c. AGS Indemnification.** To the extent of AGS' own gross negligence and/or willful misconduct, and subject to the limitations of liability set forth in Sections 4 and 5 of this Agreement, AGS shall defend, hold harmless and indemnify Customer from and against any claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, resulting from any injury to or death of persons, or damage to property other than Goods. AGS' indemnity obligation under this provision shall not apply to claims for damage to property, bodily injury or death arising: (i) from persons present in areas which have been marked as "off limits to exhibitors"; and/or (ii) when persons are present in the facility prior or subsequent to the effective dates or hours of exhibitor's space lease with event management.

**5. Disclaimer And Limitation Of Liability:**

**UNDER NO CIRCUMSTANCES SHALL ANY PARTY BE LIABLE FOR SPECIAL, INCIDENTAL, CONSEQUENTIAL, INDIRECT OR PUNITIVE DAMAGES, INCLUDING BUT NOT LIMITED TO LOSS OF PROFITS OR INCOME. AGS SHALL BE LIABLE, SUBJECT TO THE LIMITATIONS CONTAINED HEREIN, FOR LOSS OR DAMAGE TO GOODS ONLY IF SUCH LOSS OR DAMAGE IS CAUSED SOLELY AND EXCLUSIVELY BY THE DIRECT, GROSS NEGLIGENCE OR WILLFUL MISCONDUCT OF AGS. NOTWITHSTANDING THE FOREGOING, AND UNDER NO CIRCUMSTANCES, REGARDLESS OF CLAIMED FAULT AGAINST AGS, SHALL AGS BE LIABLE FOR ANY CLAIMS PRESENTED FOR LOSS OR DAMAGE ARISING OUT OF INCIDENTS REFERENCED IN SECTION 6, BELOW. FURTHER, AGS SHALL NOT BE LIABLE FOR LOSS, DAMAGE, OR DELAY THAT RESULTS FROM ACTS OF GOD, WEATHER CONDITIONS, ACT OR DEFAULT OF CUSTOMER, SHIPPER, CARRIER, OR THE OWNER OF THE GOODS, INHERENT NATURE OF THE GOODS, PUBLIC ENEMY, PUBLIC AUTHORITY, LABOR DISPUTES, AND ACTS OF TERRORISM OR WAR.**

**6. No Liability for Loss or Damage to Goods:**

**a. Condition of Goods.** AGS shall not be liable for damage, loss, or delay to uncrated freight, freight improperly packed, glass breakage or concealed damage. AGS shall not be liable for ordinary wear and tear in handling of Goods or for damage to shrink wrapped Goods. All Goods shall be able to withstand handling by heavy equipment, including but not limited to forklifts, cranes, or dollies. It is the Customer's responsibility to ensure that Goods are packaged correctly prior to shipment or movement on or off the event floor.

## Terms & Conditions of Contract - Material Handling Services

**b. Receipt of Goods.** AGS shall not be liable for Goods received without receipts, freight bills, or specified piece count on receipts or freight bills, or for bulk shipments (i.e., UPS, air freight, or van lines). Such Goods shall be delivered to booth without the guarantee of piece count or condition.

**c. Force Majeure.** AGS shall not be liable for loss or damage that results from Acts of God, weather conditions, act or default of Customer, shipper, Carrier, or the owner of the Goods, inherent nature of the Goods, public enemy, public authority, labor disputes, and acts of terrorism or war.

**d. Cold Storage.** Goods requiring cold storage are stored at Customer's own risk. AGS assumes no liability or responsibility for Cold Storage.

**e. Empty Storage.** AGS assumes no liability for loss or damage to Goods or crates, or the contents therein, while containers are in empty storage. It is Customer's sole responsibility to affix the appropriate labels available at the AGS Service Center for empty container storage, and ensure that any pre-existing empty labels are removed.

**f. Forced Freight.** AGS is not liable for Customer Goods left on the event floor after the event closing deadline, with or without a Material Handling Services/Straight Bill of Lading signed by Customer. It is Customer's responsibility to complete accurate paperwork for shipping and to ensure Customer Goods are properly labeled. If Customer Goods remain on the floor after the event closing deadline, AGS has the right to remove the Customer Goods. AGS is authorized by Customer to proceed in the manner chosen by Customer on the Order of Material Handling Services/Straight Bill of Lading, if one has been completed, or otherwise, to ship Customer Goods at the discretion of AGS and at Customer's expense. AGS shall incur no liability for such shipment. AGS retains the right to dispose of Customer Goods without liability if left on the event floor unattended, without labels or not correctly labeled.

**g. Concealed Damage.** AGS shall not be liable for concealed loss or damage including but not limited to; glass, electronic equipment, prototypes, original art, uncrated Goods, or improperly packaged or labeled Goods.

**h. Unattended Goods.** AGS assumes no liability for loss or damage to unattended Goods received at the event site at any time from the point of receipt of inbound Goods until the loading of the outbound Goods, including the entire term of the respective event, show or exhibition. Customer is responsible for adequately insuring its own Goods for any and all risk of loss.

**i. Unattended Booth.** Relative to inbound shipments, there may be a lapse of time between the delivery of shipment(s) to the booth by AGS and the arrival of the Customer's representative(s) at the booth. Similarly, relative to outgoing shipment(s), it is possible that there may be a lapse of time between the completion of packing and the actual pick-up of Goods from the booth for loading onto a carrier. It is understood that during such times the shipment(s) will be left in the booth unattended. In addition, booths that are attended may still be subject to risk of loss, damage, or theft at the event site. Therefore, it is understood and agreed that AGS shall not be liable for any loss or damage occurring while the Goods are in Customer's booth at any time, whether or not the booth is, or is not attended by Customer or anyone else. All Material Handling Forms and/or Straight Bills of Lading covering outgoing Goods submitted to AGS will be checked at the time of pickup from the booth and corrections to the count or condition will be documented where discrepancies exist.

**j. Special Handling Needs.** AGS shall not be liable for any loss, damage, or delays incurred during the handling of Goods requiring special devices or facilities to properly load, place, or reload, unless advance notice has been given to AGS in time to obtain the proper equipment or facilities. It is at the sole discretion of AGS to refuse the movement or acceptance of such Goods in cases where equipment or facility limitations exist. It will be the sole responsibility of the Customer to arrange for any such special needs with AGS, or alternate servicing agents where such special needs cannot be procured by AGS, except for locations where liability assignment, contractual limitation, local law or jurisdiction prohibits such agents from performing any such special handling needs.

**7. AGS Not a Bailee or Shipper/ AGS Retained Authority to Substitute Carriers:**

**a. AGS Not Bailee or Shipper.** The Customer agrees in connection with the receipt, handling, temporary storage and reloading of its Goods that AGS will provide these services as Customer's agent and not as a bailee or shipper. If any agent or employee of AGS signs a delivery receipt, Bill of Lading or other document, Customer agrees that AGS will

## Terms & Conditions of Contract - Material Handling Services

do so as the Customer's Agent and the Customer accepts all liability and responsibility for loss, damage, theft, or delay thereof.

**b. AGS Retained Authority to Substitute Carriers.** In order to expedite removal of Goods from the event site, AGS shall have the authority to change designated carriers if such carriers do not pick-up Customer's Goods on time.

**8. Measure of Damage:**

**a. Sole Relief.** If found liable for any loss, AGS' sole and exclusive maximum liability for loss or damage to Customer's Goods is limited to $.50 (USD) per pound with a maximum liability of $100.00 (USD) per container, or $1,500.00 (USD) per shipment whichever is less.

**b. Labor.** AGS assumes no liability for loss, damage, death, or bodily injury arising out of Customer's supervision of AGS provided union labor. If AGS supervises labor for a fee, AGS shall be liable only for actions or claims arising out of its grossly negligent supervision or willful misconduct. Such liability shall be limited to the cost to Customer of the supervised labor or the depreciated value of the Goods, whichever is less. If Customer elects to use unsupervised labor, then Customer assumes all liability for the actions or claims that arise out of such work, including but not limited to loss, damage to property, Goods, death, or bodily injury and shall indemnify AGS and event management, to include reasonable defense costs, attorney's, expert, and consulting fees and court costs, for any claims that result from Customers' supervision or failure to supervise assigned labor.

**9. Miscellaneous:**

**a. Insurance.** AGS IS NOT AN INSURANCE COMPANY AND DOES NOT OFFER OR PROVIDE INSURANCE. It is the obligation of Customer to ensure Goods are insured at all times. Loss or theft of the Goods in storage or in transit to and from the event and or while on the event floor is in the sole responsibility of Customer. AGS recommends Customer arrange for "All Risk" Coverage.

**b. Notice of Loss or Damage.** In order to have a valid claim, notice of loss or damage to Goods must be given to AGS or its agent within 24 hours of occurrence (as evidenced in an Incident Report completed at event site by AGS) or delivery of outbound Goods.

**c. Filing of Claim.** Any claim for loss or damage to Goods must be in writing, containing facts sufficient to identify the Goods, asserting liability for alleged loss or damage, and making claim for the payment of a specified or determinable amount of money. Such claim must be filed with AGS within the time limits specified herein or it is completely and irrevocably waived and barred. Damage reports, incident reports, inspection reports, notations of shortage or damage on freight bills or other documents, DO NOT and SHALL NOT constitute the filing of a claim.

**i.** Claims for Goods alleged to be lost, stolen or damaged at the event site must be received in writing by AGS within 30 days after the close of the event.

**ii.** Claims for Goods alleged to be lost or damaged during transit must be received in writing by AGS within thirty (30) days after the date of delivery of Goods to or from the event site.

In the event of a dispute with AGS, Customer shall not withhold payment or any amount due AGS for Services as an offset against the amount of the alleged loss or damage. Customer agrees to pay AGS prior to the close of the event for all such charges and further agrees that any claim Customer may have against AGS shall be pursued independently by Customer as a separate action to be resolved on its own merits. AGS retains the right to pursue collection on amounts owed after event close, without regard to any amount alleged to be owed for damage, or loss.

**d. Filing of Suit.** Any action at law regarding loss or damage to Goods must be filed within one (1) year of the date of declination of any part of a claim.

**10. Jurisdiction, Choice of Forum; Prevailing Party Fees:**

This Agreement shall be governed by and construed in accordance with the laws of the State of Florida. The parties hereby submit to jurisdiction and venue in the United States District Court, Middle District of Florida, Orlando Division, or the appropriate State Courts of Orange County, Florida. In any action arising from or relating to this Agreement, including the collection of any sums owed AGS, the prevailing party shall be entitled to recover reasonable attorneys' fees and taxable costs at all trial and appellate levels.

**11. Advanced Warehousing/Temporary Storage/Long Term Storage:**

All terms and conditions relative to Advanced Warehousing/ Temporary Storage/Long Term Storage are contained in separate agreements titled "Storage Agreement". In the event that a Storage Agreement is not executed between the parties, the following shall apply with respect to AGS' liability for Customer's Goods. The responsibility of AGS with respect to Customer's Goods is limited to the exercise of ordinary care and diligence in handling and storing of Customer's Goods. AGS shall be liable only for loss or damage to Goods caused by AGS' sole and exclusive gross negligence. AGS' liability is limited to $.50 (USD) per pound with a maximum liability of $100.00 (USD) per container, or $1,500.00 (USD) per shipment whichever is less. In case of partial loss or damage, the maximum liability shall be prorated based on weight. AGS is not responsible for any loss or damage to Goods caused by, but not limited to fire, theft, the elements, vandalism, moisture, vermin, mechanical breakdown or failure, freezing or changes in temperature, as well as any other causes beyond AGS' immediate control. AGS is not responsible for the marring, scratching or breakage of glass or other fragile items. AGS is not liable for the mechanical functions of instruments or appliances even if such articles are packed or unpacked by AGS. In no event shall AGS be liable for special, incidental, indirect or consequential damage, including loss of profits or income of any kind resulting from any damage to or loss of the Goods. Customer pays storage fees and/or costs for advance warehousing for use of the space only. There is no guarantee of security or representations made by AGS as to appropriateness of the conditions for Customer's Goods. The risk of loss remains Customer's alone and AGS recommends the Customer carry and maintain insurance in amounts sufficient to cover its risk. AGS IS NOT AN INSURANCE COMPANY AND DOES NOT OFFER OR PROVIDE INSURANCE. It is the obligation of Customer to ensure Goods are insured at all times. Loss or theft of the Goods in storage or in transit to and from the event and or while on the event floor is in the sole responsibility of Customer. AGS recommends Customer arrange for "All Risk" Coverage.

These terms apply to your order.

A B F F R E I G H T S Y S T E M, I N C.®

TRUST YOUR IMPORTANT TRADE SHOW SHIPMENT WITH THE LEADER IN EXHIBIT TRANSPORTATION SERVICES

Your Official Ground & Air Freight Carrier

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## Let ABF make your show the easiest you have attended.

Choose ABF guaranteed, expedited shipping solutions — air or ground with special show discounted rates for your inbound and outbound shipments.

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- LTL ground transportation.
- International transportation.

**tradeshow@abf.com**

REQUEST FOR INFORMATION

# ABF FREIGHT SYSTEM, INC.® • TRADE SHOW SERVICES

**Show Name** _____ **Booth Number** _____

**Show Date** _____ **Show City** _____

**Contractor** _____

**Name** _____ **Title** _____

**Company** _____

**Street Address** _____

**P.O. Box** _____ **City** _____ **State** _____

**Zip (P.O. Box)** _____ **Zip (Street Address)** _____

**Phone** _____ **Fax** _____ **E-mail** _____

**Estimated Exhibit Value** _____

**Normal Exhibit Weight** _____ **Number of Shows Per Year** _____

**Normal Number of Exhibit Pieces** _____ **Crates** _____ **Cartons** _____ **Cases** _____ **Carpet** _____

**Would you like to be included on future mailings?** ☐ **Yes** ☐ **No**

**Would you like an ABF Trade Show coordinator to call you with a quote or information?** ☐ **Yes** ☐ **No**

**Please send me a detailed information packet on ABF's Trade Show Service.** ☐

## Please fax completed form back to 800-836-3320.

**ABF Freight System, Inc. • Trade Show Services • P.O. Box 697 • Cherryville, NC 28021**

ABF tradeshow®

*On-Site...On-Time...Damage-Free*

tradeshow@abf.com

**(800) 654-7019**

# Ancillary Services

## Service Providers and Order Forms

Electrical Services . . . . . 97
Audio Visual Services . . . . . 99
Data and Telecom Services . . . . . 100

The following services are provided by 3rd Party Contractors. Please submit your order forms directly to the provider using the fax numbers on the forms.

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Palm Beach County Convention Center
THE BEST OF EVERYTHING FOR EVERY EVENT™

# Electric

Return Form To:
650 Okeechobee Blvd.
West Palm Beach, FL. 33401
Attn: Exhibitor Services

Phone: 561-366-3009
Fax: 561-366-3024

**To receive advance rate, orders and full payment must be postmarked 14 days prior to the first scheduled show date.**

| | | | | | |
|---|---|---|---|---|---|
| **Event Name:** | | | | **Booth #** | |
| **Exhibiting Company:** | | | **Dates - From:** | | **To:** |
| **Address:** | | | **Ordered By:** | | |
| **City:** | **State:** | **Zip Code:** | **E-Mail:** | | |
| **Phone:** | | **Cell:** | **Fax:** | | |
| **120 Volts (Standard Electric)** | | **Quantity** | **14 Day Advance Rate** | **Show Rate** | **Total** |
| 500-1000 Watts (10 Amps) | | | $89.00 | $119.00 | $ |
| 1001-2000 Watts (20 Amps) | | | $129.00 | $169.00 | $ |
| **208 Volts Single [1] Phase (Basic Installation/Removal Labor Included *)** | | | | | |
| 20 Amps | | | $269.00 | $329.00 | $ |
| 30 Amps | | | $329.00 | $409.00 | $ |
| 60 Amps | | | $479.00 | $599.00 | $ |
| 100 Amps | | | $649.00 | $819.00 | $ |
| **208 Volts Three [3] Phase (Basic Installation/Removal Labor Included *)** | | | | | |
| 20 Amps | | | $299.00 | $369.00 | $ |
| 30 Amps | | | $419.00 | $519.00 | $ |
| 60 Amps | | | $649.00 | $829.00 | $ |
| 100 Amps | | | $769.00 | $1,269.00 | $ |
| **Electrical Accessories (Remain the property of PBCCC)** | | | | | |
| 3-Wire Ground 25 ft. extension cord | | | $25.00 | | $ |
| Power Strip 6 outlet | | | $20.00 | | $ |
| Qube Tap - 3-way Connector | | | $5.00 | | $ |
| **Labor:** | | | | | |
| * **Additional Special Placement Labor - per hour** | | | $70.00 | $70.00 | $ |
| | | | | **SUB TOTAL** | $ |
| | | | | **SALES TAX 6%** | $ |
| | | | | **TOTAL** | **$** |
| **Special Instructions:** | | | | | |
| | | | | | |

**Prices listed are for the entire show.**

By signing and returning this form, customer agrees to all terms and conditions printed on this form and related documents. The PBCCC reserves the right to correct orders that have been figured incorrectly. Tax rates are subject to change without notice.

Signature_____Date_____

_____Check: Payable to: Palm Beach County Convention Center

_____Visa _____MasterCard _____American Express

Account No:_____/_____/_____
Exp. Date Verification Code

Cardholder Name (Please Print)_____

**Authorized Signature:

Credit Card Billing Address:

City/State/Zip:

Rev.02/11

** I ALSO AUTHORIZE CHARGING ANY UNPAID BALANCES TO MY CREDIT CARD.

* SEE REVERSE SIDE FOR PAYMENT, TERMS AND CONDITIONS

# Palm Beach County Convention Center Electrical Services Terms and Conditions:

**Payment:**
PBCCC must receive payment in full with your order at least fourteen (14) days prior to the first scheduled show date. Orders received less than fourteen (14) days in advance or without full payment will not receive advance rates, regardless of date of receipt from Show Management. Unpaid orders will not be installed.
We accept checks, Visa, MasterCard, and American Express.

Any additions or changes to your order, advance or on-site, will require full payment before installation.
Any additional charges for damaged or missing equipment will be billed after the end of the event.

**Rates and Labor Charges:**

a. These rates only cover bringing service to your booth in the most convenient manner.
b. Rates do not include connecting equipment to provided services.
c. Special placement or relocation of service will require a labor charge.
   Contact Exhibitor Services, at top of Order Form, to order special placement of service.
d. Late or On-Site Orders: - We cannot guarantee service will be operable by the opening of the show.
   Installation during show hours may require Show Management approval. No discounts will be given.
e. All prices are based on current rates and are subject to change without notice.

**Install / Disconnect and Use of Service**

a. Orders paid in full will be processed and installation completed in order of receipt whenever possible. Earliest orders usually receive highest priority.
b. Our Electric Service is 120 volt A.C. one phase 60 cycle or 208 volt one phase and 208 volt three phase 60 cycle. We have limited 277/480 volt three phase service available. Contact Exhibitor Services, via the information at the top of the order form, to inquire about service availability and price quotation.
c. All equipment provided will remain the property of Palm Beach County Convention Center and shall be disconnected / removed by our staff only. House electricians are authorized to cut floor coverings to permit installation of service unless otherwise directed. Standard wall, column and permanent building electrical outlets are not part of booth service and are not to be used by exhibitors. The Exhibitor is responsible for replacement, repair costs and damages to equipment during rental period. The rental period is from installation through removal.
d. Your equipment must be tagged with complete information about type and/or amount of voltage, amperage, phase, frequency, horsepower, etc. Any exposed non-current carrying metal parts of your equipment, which are liable to be energized, must be grounded.
e. Connections – all 120 volt cords must be 3 wire, grounded type. Use of open clip sockets, latex or lamp cord wire or non-UL or NEMA approved connections are prohibited. Equipment requiring company staff for assembly, servicing, prep work and operation may be executed without house electricians. However, all equipment, regardless of the power source, must comply with Federal, State and Local Safety codes.

Contact Exhibitor Services via the information found at the top of this order form to inquire about availability of specialized services and price quotation.

CANCELLATION POLICY:

a. If cancelled before installation and more than six [6] days prior to 1st Show Date = 90% REFUND.
b. If cancelled before installation, but six [6] days or less prior to the 1st Show Date = 50% REFUND.
c. If cancelled after the service has been installed = NO REFUND.

NOTICE: We cannot accept responsibility for voltage fluctuation or temporary power failure due to conditions beyond our control. For your protection, we advise you to install a surge protector on your computers and any sensitive equipment. We will not be responsible for damage or loss to any equipment or injury to any person caused by unauthorized installation or connection to service by persons other than by PBCCC electricians.
Rev. 02/11

Palm Beach County Convention Center
THE BEST OF EVERYTHING FOR EVERY EVENT™

650 Okeechobee Blvd.
West Palm Beach, Fl. 33401

vae visual aids electronics

tel. (561 366-3054
fax: (561) 366-3024

**Booth No.** _____

**Event**: _____

**Dates**: _____

**Exhibiting Company Name:** **Street Address:** **City, State, Zip:**

**Ordered by**: _____ **Telephone #:** _____

**On site contact:** _____ **Fax #:** _____

**E-Mail Address:** _____ **Cell phone #:** _____

**ORDERING:** To order audio-visual equipment for your booth, please fill out this form 14 days prior to start of show. Send or FAX a copy with your payment information to the Palm Beach County Convention Center at the above address/ FAX number, attn: Exhibit Service Desk Manager

**PRICES:** Prices listed are daily rates and must be multiplied by the number of days used. Advance rates are available only on orders received 14 days in advance of the show. Show rates apply to all other orders. Equipment is subject to availability on any orders within 14 days.

**DELIVERY:** Your on-site contact must be present to sign for receipt of your order. You are responsible for security of equipment.

| Description | QTY | Advance Rate | Show Rate | x no. of days | Total |
|---|---|---|---|---|---|
| **Personal Computers / Laptops** | | | | | |
| Desktop Computer | | $375.00 | $425.00 | | |
| Laptop w/DVD drive | | $450.00 | $500.00 | | |
| **Monitors / Display** | | | | | |
| 20" LCD Monitor Monitor w/ desk stand | | $195.00 | $225.00 | | |
| 40" LCD Monitor with Floor Stand | | $400.00 | $525.00 | | |
| 55" LCD Monitor with Floor Stand | | $750.00 | $875.00 | | |
| **Data / Video Projection / Screens** | | | | | |
| LCD Projector 3000 Lumen | | $525.00 | $625.00 | | |
| 6'or 8' Tripod Screen with Black Skirt | | $45.00 | $50.00 | | |
| DVD Player w/ auto repeat | | $75.00 | $99.00 | | |
| 6 X 8 FF Screen w/dress kit | | $150.00 | $175.00 | | |
| 9 X 12 FF Screen w/dress kit | | $195.00 | $215.00 | | |
| **Audio Equipment** | | | | | |
| Wireless Hand-Held or Lav. Microphone | | $135.00 | $195.00 | | |
| Powered Speaker | | $125.00 | $175.00 | | |
| **Accessory Equipment** | | | | | |
| Display Easel | | $10.00 | $15.00 | | |
| Carts: 34"; 42"; 54" | | $20.00 | $24.00 | | |
| Flip Chart | | $35.00 | $50.00 | | |
| **Miscellaneous** | | | | | |
| | | | | | |
| | | | | | |
| **FAX MACHINE (one time charge for show)** | | $225.00 | $250.00 | | |

| | | |
|---|---|---|
| | | |
| **Equipment Total** | | |
| **6% Sales Tax** | | |
| **communications tax of 14.89%** | **(on fax only)** | |
| **Install Fee 20% or Max $59.00** | | |
| | | |
| | | |
| | | |
| **TOTAL AMOUNT DUE** | | |

# Audio Visual

☐ VISA ☐ MasterCard ☐

Cardholder Name (print):

Card Number: Exp Date:

Card Billing Address:

Phone Number:

Authorized Signature: Date:

**Note: taxes subject to change without notice**

(rev. 10-06) I acknowledge the receipt of the equipment and agree to assume replacement cost for any loss or damage of V A E equipment.

Name_____ Date_____

Palm Beach County Convention Center
THE BEST OF EVERYTHING FOR EVERY EVENT™

# Data & Telecom Services

Return Form To:
650 Okeechobee Blvd.
West Palm Beach, FL. 33401
Attn: Exhibitor Services

Phone: 561-366-3009
Fax: 561-366-3024

**To receive advance rate, orders and full payment must be postmarked 14 days prior to the first scheduled show date.**

| | | | | |
|---|---|---|---|---|
| **Event Name:** | | | **Booth #** | |
| **Exhibiting Company:** | | | **Dates - From:** | **To:** |
| **Address:** | | | **Ordered By:** | |
| **City:** | **State:** | **Zip Code:** | **E-Mail:** | |
| **Phone:** | **Cell:** | | **Fax:** | |

*Wi-Fi Internet Service Provided Complimentary By: The Palm Beach County Convention Center*

| Service Descriptions: | Quantity | 14 Day Advance | Show Rate | Total |
|---|---|---|---|---|
| **Hard-Wired High-Speed Internet Service:** | | | | |
| Daily Rate - Per Connection | | $99.00 | $130.00 | $ |
| Run of Show - Per Connection - up to 14 days | | $300.00 | $390.00 | $ |
| Each Additional Connection - Run of Show, to 14 days | | $200.00 | $260.00 | $ |
| **Other Data Services:** | | | | |
| 1 Block of 16 IP Addresses at 1 location | | $385.00 | $499.00 | $ |
| ISDN/T-1 Extension Service from YOUR Carrier to booth | | $500.00 | 30 Day Notice Only | $ |
| **Data Equipment Rentals:** | | | | |
| 16 Port Ethernet Switch | | 100.00 x 6% = 106.50 | 130.00 x 6% = 137.80 | $ |
| Ethernet Patch Cable | | 10.00 x 6% = 10.65 | 15.00 x 6% = 15.90 | $ |

| | | | | |
|---|---|---|---|---|
| **Analog Telephone Services [Dial 9 - Direct Dial Capable]:** | | | | |
| Analog Package, which includes: 1 Phone Line & 1 Phone Set | | $190.00 + $27.72 CST Tax = **$217.72** | $260.00 + $37.93 CST Tax = **$297.93** | $ |
| Analog Telephone Line Only | | $185.00 + $26.99 CST Tax = **$211.99** | $240.00 + $35.02 CST Tax = **$275.02** | $ |
| Automatic Outside Line No Need to Dial 9 | | $15.00 + $2.19 CST Tax = **$17.19** | $20.00 + $2.92 CST Tax = **$22.92** | $ |
| **Digital Phone Services [Dial 9 - Direct Dial Capable]:** | | | | |
| Digital Package, which includes 1 phone line w/multifeature speaker phone | | $250.00 + $36.25 CST Tax = **$286.25** | $325.00 + $47.13 CST Tax = **$372.13** | $ |
| Hunt / Rollover Feature with Basic Digital Service | | $30.00 + $4.38 CST Tax = **$34.38** | $39.00 + $5.69 CST Tax = **$44.69** | $ |
| Voice Mail (Per Mailbox) | | $25.00 + $3.65 CST Tax = **$28.65** | $32.00 + $4.67 CST Tax = **$36.67** | $ |

**Long Distance Rates per Minute:** (All Long Distance charges will be assigned to credit card on file.)
N. America -$**1.00** + 14.59% CST Tax; Directory Asst.-$**2.00** + 14.59% CST Tax; Int'l. Dialing $**3.00** + 14.59% CST Tax
**Do You Require International Dialing?: Yes No**

| | | |
|---|---|---|
| **Labor:** IT Techs are available for Customer Support at $80.00 per hour, 1/2 hour min. | hr/hrs. | $ |
| | **TOTAL** | **$** |

By signing and returning this form, customer agrees to all terms and conditions printed on this form and related documents. The PBCCC reserves the right to correct orders that have been figured incorrectly. Tax rates are subject to change without notice.

**Signature:**_____Date:_____

_____Check: Payable to: Palm Beach County Convention Center
_____Visa _____MasterCard _____American Express

Enter Account Number Above / Exp Date / Verification Code
Cardholder Name (Please Print):_____
Authorized Signature*:_____
Credit Card Billing Address:_____
City/State/Zip:_____

PBCCC Use Only !
*Amount Paid:*_____
*Balance Due:*_____
*FOP:*_____
*Date Received:*_____
*Initials:*_____
*Notes:*_____

Rev.03-11

*** I ALSO AUTHORIZE CHARGING ANY UNPAID BALANCES TO MY CREDIT CARD.**
**SEE REVERSE SIDE FOR PAYMENT, TERMS AND CONDITIONS**